



Loss of Enrollment Priority and/or California College Promise Grant (CCPG Fee Waiver) Appeal

This form is to appeal your enrollment priority and/or loss of CCPG Fee Waiver

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOG Fee Waiver per regulation

Last Name: _____ First Name: _____ Student ID# _____

CMC Email: _____ Phone: (_____) _____ - _____

Minimum documents that must be included with this form as well as those identified below:

- A typed narrative of your situation AND an approved CMC Comprehensive Student Education Plan (SEP)

Enrollment Priority Appeal Reasons: (check at least one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control of the student. (Examples of documentation are: Doctor's notes, accident report, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner (See attached verification of disability document from ACCESS).

OFFICE USE ONLY

_____ Approved _____ Denied (If approved, form goes to Financial Aid. If denied, form goes to Assoc. Dean of Student Services.)

Semester GPA _____ Semester Completion Rate _____

Support Services/Follow-up Recommended: _____

Associate Dean of Student Success & Equity Signature: _____ Date: _____

Loss of CCPG Fee Waiver: (check at least one)

- Academic/Progress probation Extenuating Circumstances: Verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. (Examples of documentation are doctor's notes, accident report, loss of job, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner. (See attached verification of disability document from ACCESS).
- I was unable to obtain essential support services. (Please provide a written statement).
- I am a student in one of these programs (circle all that apply). The Appeal Committee will check with each circled program for any special consideration:
CalWORKs EOPS ACCESS Veterans
- I have not enrolled at CMC for two consecutive primary semesters (fall/spring) since I became ineligible for my CCPG Fee Waiver. See attached unofficial CMC transcript.

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal form is void should I fail to make academic progress.

Student Signature _____ Date: _____

OFFICE USE ONLY

_____ Approved _____ Denied

Associate Dean of Student Services Signature: _____ Date: _____

Loss of Enrollment Priority and/or CCPG Fee Waiver Appeal Processing Instructions

LOSS OF PRIORITY REGISTRATION:

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will impact your assigned registration date for future semesters. A second consecutive primary term (fall/spring semesters) on academic or progress probation will result in the loss of continuing student priority registration. This will also apply to any student over 100-unit limit (excluding non-degree applicable and ESL courses). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to meet your educational goal.

LOSS OF CCPG FEE WAIVER:

Please be aware a student that continues on a second consecutive primary term (fall/spring semesters) on academic dismissal or progress probation will result in the loss of the CCPG Fee Waiver.

1. Complete the student information part of this appeal form and attach a typed narrative of your situation and an updated SEP. If you do not have an SEP on file, or it needs to be updated, make an appointment to see a counselor. (If you are Foster Youth you are exempted from this process. Please contact Admissions & Records.)
2. If you are requesting an appeal for Academic/Progress Probation due to Extenuating Circumstances such as verified illness, accident or circumstances beyond your control, or documented changes in your economic situation, attach your supporting documentation. (Supporting documentation includes doctor's notes, accident report, loss of job, etc.)
3. Submit the completed Appeal form to Admissions & Records on the main campus or at the Base Programs Office with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed narrative, comprehensive SEP, and supporting documentation). Any missing information will result in your Enrollment Priority/CCPG Fee Waiver Appeal form being rejected by the Appeal Committee.

FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):

If you are a Distance Education student (100% online courses), you may download the appeal form from our website at www.cmccd.edu. Click on Admissions & Records forms or Financial Aid forms.

All Appeal forms and documentation must be received by Admissions & Records
before the established due date. Planning ahead is very important!

DEADLINES

Full semester classes: First Friday after the first day of the semester
Short-term classes: Friday before the first day of class