

Loss of Priority Registration California Promise Grant (CCPG) Appeal Form

Please print clearly and legibly – Return completed petition and proper documentation to college Admissions & Records Office.

NVC Student ID#

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(7 digit number assigned by the college for identification)

The California State Legislature requires colleges to adopt registration priorities based on factors such as number of units completed, grade point average, and other considerations. Students who have lost priority registration and have been moved to open registration may appeal to have it reinstated based on verifiable evidence of factors outside their control. The law reads:

“Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. **Extenuating circumstances are verified cases of accident, illnesses or other circumstances beyond the control of the student.** Districts may exempt from the 100 unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority registration status.” (Title 5, 58108)

Name: _____ Term: _____

Email: _____ Contact Phone: _____

I am requesting a **one-time reinstatement** of my priority registration for the following reason (s). Check all that apply:

Extenuating Circumstances

Approval is based on evidence of extenuating circumstances, such as verified cases of accident, illnesses, or other circumstances beyond your control. **You must provide documentation**, which may include such items as medical documents, death certificates, newspaper articles, statements from professionals on letterhead paper, etc.

I have a disability and should receive priority status as an accommodation.

Must be verified and signed by DSPS counselor, instructor or administrator.

Signature: _____ Date: _____

Enrollment in courses required for a high unit major or program

I am enrolled in a high unit program and following a current Student Education Plan but have earned on hundred (100) or more degree-applicable semester units at Napa Valley College. **I have attached a copy of my Student Education Plan.**

Academic and/or progress improvement

Student who lose their priority enrollment due to academic or progress probation must demonstrate significant academic improvement to appeal the loss of priority registration status. Evidence of such improvement is defined as achieving no less than the minimum GPA (2.0) and progress standard (less than 50%) for the term or terms. **Attach copy of unofficial transcript.**

I previously received military orders compelling a withdrawal and wish to have my enrollment priority reinstated. **I have attached my orders.**

I would Like to be granted special consideration as I am a student in one of these programs (check all that apply) written verification from each program must be attached to your Appeal form):

CalWorks

EOPS

DSPS

Veterans

Student's Signature: _____ Date: _____

For Office Use Only

Approved Denied Comments: _____ Term: _____

No documentation submitted to verify extenuating circumstances.

If approved, new registration date assigned: _____

Associate Dean, Admissions and Records signature: _____ Date: _____

Student notified: Email Phone In-Person

Processed: Initials: _____ Date: _____