



**SANTA ANA COLLEGE**

1530 W. 17th St  
Santa Ana, CA 92706

Name of Student (Please print)

\_\_\_\_\_

Last

\_\_\_\_\_

First

Student ID Number: \_\_\_\_\_

## Priority Registration & California College Promise Grant Appeal

**If you are a Foster Youth or Former Foster Youth age 24 and younger you are exempt from disqualification. Please contact our YESS program in Student Activities to verify your exemption from the loss of Priority Registration and the CCPG fee waiver.**

To regain the CCPG fee waiver for the current or upcoming term through an appeal you must submit this form and the required documentation to the Admissions & Records Office or Financial Aid Office prior to the last day of the term for the appeal to be approved. The CCPG cannot be applied retroactively to a prior term. Priority Registration will be reinstated for the next registration opportunity after approval of the appeal. An appeal is valid for one term only.

You may appeal your loss of Priority Registration and/or the CCPG fee waiver if you have not been able to meet good academic standing requirements\* for two consecutive semesters due to one of the following six circumstances:

Please check the circumstance that applies to you and submit this form along with the requested documentation to the Admissions & Records Office or Financial Aid Office:

An appeal under the first three circumstances apply to both Priority Registration and the CCPG fee waiver.

**1)  Verified cases of accidents, illnesses, or other circumstances beyond the student's control**

Attach a signed, written description of your accident or illness or other circumstance including dates.  
Attach a copy of hospital/doctor/insurance/other documentation to verify your accident/illness.

**2)  Student with disabilities who applied for but didn't receive accommodation in a timely manner**

Attach a Program Verification for Loss of BOG & Priority Registration form from the Santa Ana College DSPS Office explaining what accommodation was required and why you were not accommodated in a timely manner.

**3)  Significant academic improvement**

Attach a signed, written explanation of your academic improvement.

An appeal under the last three circumstances apply only to the CCPG fee waiver and not to Priority Registration.

**4)  Changes to the student's economic situation**

Attach a signed, written explanation of how your economic situation was worse than normal during the time you did not meet academic requirements and how that affected your ability to meet good academic standing requirements for two consecutive semesters. Include documentation (significantly reduced income or significant and unexpected increased expenses). An explanation of low income or need is not an economic change. Neglected studies due to working too many hours is also not an economic change unless the additional hours were required due to another loss of income in the family.

**5)  Documentation the student was unable to obtain essential support services**

Attach a signed note from the supporting service area explaining what service was required and why you were not able to obtain the support you should have received.

**6)  Special consideration of factors for CalWorks, EOPS, DSPS and Veteran students**

Attach a Program Verification for Loss of BOG & Priority Registration form from the appropriate office coordinator or counselor explaining the extenuating circumstances.

\*To maintain good academic standing a student must maintain a cumulative 2.0 GPA and complete over 50% of the cumulative units attempted.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 terms. Two consecutive semesters (fall/spring semesters) on academic and/or progress probation will result in the loss of student priority registration. This will also apply to any student over 100-unit limit (excluding non-degree applicable and ESL courses and high-unit majors that are over 60 units). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to complete your educational goal.

**LOSS OF CALIFORNIA COLLEGE PROMISE GRANT (CCPG) (formerly the BOG fee waiver):**

Per Title 5, Section 58621 Regulations of the California Community College System, your calculated academic standing will impact your Promise Grant (CCPG) for future terms. Please be aware that two consecutive semesters (fall/spring semesters) on academic and/or progress probation will result in the loss of the CCPG Fee Waiver. If you are Foster Youth you are exempted from this process; please contact the YESS coordinator in the Student Activities Office.

**THIS IS NOT A CCPG FEE WAIVER APPLICATION.** Approval of this appeal does not guarantee CCPG eligibility. To receive the CCPG fee waiver, you must meet income requirements in addition to meeting academic standing requirement. To apply for the CCPG fee waiver, you must complete the FAFSA, California Dream Act, or CCPG fee waiver application for the academic year. See the Financial Aid Office for more information.

**APPEAL PROCESS**

1. Complete the front of this appeal form – choose which of the six circumstances you are appealing.
2. Type an explanation of your situation and why it prevented you from making academic progress for the terms you did not meet the 2.0 GPA and/or greater than 50% unit completion rate standards.
3. Make a copy of any documentation to verify your circumstances such as a doctor’s note, job loss document, etc.
4. If you are appealing for Special Consideration of factors for CalWorks, EOPS, DSPS, and Veteran students you **must** meet with the appropriate program Counselor or Program Director and obtain a Program Verification for Loss of BOG & Priority Registration form.
5. Bring this form and your supporting documentation to either the Admissions & Records Office or the Financial Aid Office.
6. You will be notified of the results of the appeal via email or letter.

**7. IF YOU DO NOT QUALIFY FOR AN APPEAL OR IF YOUR APPEAL IS DENIED YOU MAY “SIT OUT” FOR TWO CONSECUTIVE SEMESTERS TO REGAIN YOUR ELIGIBILITY.**

<b>OFFICE USE ONLY</b>	
Student ID: _____	Committee Review Date: _____
Committee Recommendation: Approve <input type="checkbox"/> Denied <input type="checkbox"/>	Semester GPA _____ Cumulative GPA _____
Support Services/Follow up Recommended: _____	
Appeal Committee Chair Signature: _____	Date: _____