



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

SMCCCD

## LOSS OF PRIORITY REGISTRATION AND/OR CALIFORNIA COLLEGE PROMISE GRANT (CCPG)

Admissions  
Cañada College  
4200 Farm Hill Boulevard  
Redwood City, CA 94061  
Phone: (650) 306-3226  
Click [Here](#) to Submit

Admissions  
College of San Mateo  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6165  
Click [Here](#) to Submit

Admissions  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
Phone: (650) 738-4251  
Click [Here](#) to Submit

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and California College Promise Grant (CCPG) per regulations

### Student Information

Student's ID# G: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Semester (please check the appropriate semester):  Spring  Summer  Fall Year: \_\_\_\_\_

- A typed narrative of your situation with supporting document AND an approved Student Educational Plan (2 primary semesters) must be included with this appeal form.

#### Enrollment Priority Appeal Reasons: (check one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control of the student. (Examples of documentation are a doctor's note, 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. (Please provide an explanation in your attached narrative)

#### Loss of California College Promise Grant (CCPG): (check 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 note, 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. (Please provide an explanation in your attached narrative)
- I was unable to obtain essential support services. (Please provide an explanation in your attached narrative)
- I would like to be granted special consideration as I am a student in one of these programs below (check all that apply): (Please attach the Program Verification Document for each program checked signed by the program certifying official)
- CalWORKs  EOPS  DSPS/DRC  Veterans
- I have not enrolled at SMCCCD for two consecutive semesters (fall/spring) since I became ineligible for my California College Promise Grant (CCPG).

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

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

#### OFFICE USE ONLY

Committee Review Date: \_\_\_\_\_

Committee Recommendation: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Support Services/Follow up Recommended: \_\_\_\_\_

## **Loss of Enrollment Priority and/or California College Promise Grant (CCPG) 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 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 CALIFORNIA COLLEGE PROMISE GRANT (CCPG):**

Please be aware a student that continues on a second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of the California College Promise Grant (CCPG).

1. Complete the student information part of this appeal form and a typed narrative of your situation. (If you are Foster Youth you are exempt from this process. Please contact the Admissions and Records Office.) When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need an approved Student Educational Plan (2 primary semesters).
2. Bring this form with you to your appointment with your typed narrative and supporting documentation. If you are a CalWORKs, EOPS, DSPS/DRC, or Veteran student you **must** meet with the appropriate program Counselor.
3. 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 have your supporting documentation ready. (Supporting documentation are doctor's notes, accident report, loss of job, etc.)
4. Submit the completed Appeal form to Admissions & Records with all of the supporting documentation that is indicated on the form based on your appeal reason. Appeal Form, typed narrative, Student Education Plan (2 primary semesters), and supporting documentation. Any missing information will result in your Priority Registration/California College Promise Grant (CCPG) Appeal form being rejected.

**PROGRAM VERIFICATION DOCUMENTATION FOR LOSS OF CALIFORNIA COLLEGE  
PROMISE GRANT (CCPG) AND LOSS OF PRIORITY REGISTRATION FORM**

**STUDENT NAME:**

**STUDENT ID:**

**SEMESTER/YR:**

This is to verify that the student listed above is an active participant in the program list below and they are in good program standing. *Please note that active participation in a student success program means, at the minimum, attendance of the required workshop and an up-to-date SEP* (Check the appropriate program):

- |                                   |                                                                       |
|-----------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> CalWORKs | <input type="checkbox"/> Cañada College Student Success Program       |
| <input type="checkbox"/> DRC/EAC  | <input type="checkbox"/> College of San Mateo OnTRAC Scholars Program |
| <input type="checkbox"/> EOPS     | <input type="checkbox"/> Skyline College Student Success Program      |
| <input type="checkbox"/> Veterans |                                                                       |

I recommend the student noted above be granted special consideration for his/her appeal of the Loss of the California College Promise Grant (CCPG) and Loss of Priority Registration for the following reason:

**Justification:**

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Program Director/Coordinator **OR**  
Program Counselor Signature

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Date

*Please attach this program verification document to your Loss of Enrollment Priority  
and/or Loss of California College Promise Grant (CCPG) Appeal form.*