



Date Received:
Clerk Initials:

ENROLLMENT PRIORITY AND/OR CALIFORNIA COLLEGE PROMISE GRANT APPEAL
 (Formerly BOGW)

_____		_____	
Last Name		First Name	
_____		_____	
Student Identification Number		Telephone Number	
_____ @student.laccd.edu		Degree Objective: <input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> Certificate	
LACCD Email Address			
Expected Grad/Transfer		Major: _____	
Date: _____ / _____			
Semester	Year		

1. The following documents must be attached to this appeal:

- An approved Los Angeles Valley College Comprehensive Student Educational Plan (SEP).
- A typed statement explaining the reasons for your academic performance.

2. I am appealing my loss of (check all that apply):

- Enrollment Priority for:** Winter Spring Summer Fall _____
 Year
- California College Promise Grant for:** Winter Spring Summer Fall _____
 Year

3. Please check the reasons for your appeal (check all that apply):

- Extenuating Circumstances: verified illness, accident or circumstance beyond the control of the student (examples of documentation are doctor's notes, accident reportw, etc.).
- I have been making significant academic improvement by completing my last semester with a 2.00 GPA and/or have completed more than 50% of my semester coursework (if the courses showing academic improvement were taken outside of the LACCD, please attach an unofficial transcript)
- I am a student with a verified disability and I require enrollment priority as a disability related accommodation.
- I am a student with a verified disability who did not receive an accommodation in a timely manner (see attached verification of disability document from SSD).
- I am requesting special consideration due to factors related to my participation in one of these programs:
 - CalWORKS EOPS Veterans
- I have completed 100 or more units.
- I was unable to obtain essential support services (please provide a written statement).

For Office Use Only		Comments
<input type="checkbox"/> Approved _____	<input type="checkbox"/> Denied _____	_____
Priority: <input type="checkbox"/> Winter <input type="checkbox"/> SP <input type="checkbox"/> Sum <input type="checkbox"/> Fall	Reasons for Denial:	
CCPG: <input type="checkbox"/> Winter <input type="checkbox"/> SP <input type="checkbox"/> Sum <input type="checkbox"/> Fall	<input type="checkbox"/> No serious compelling reason	
	<input type="checkbox"/> No documentation for claim	
	<input type="checkbox"/> Not enrolled at LAVC	
	<input type="checkbox"/> Missed Deadline	_____

Enrollment Priority and/or California College Promise Grant Appeal Instructions

A student who remains on academic/progress probation for two-consecutive terms and those who have completed 100 or more degree-applicable units in the Los Angeles Community College District (LACCD) will be ineligible to receive Enrollment Priority and/or California College Promise Grant. As a result students may lose the opportunity to enroll in the courses they need to meet their educational goals. In order to appeal the loss of enrollment priority and/or California College Promise Grant, the student must complete the following:

1. Fill out the **Enrollment Priority and/or California College Promise Grant Appeal**.
2. Attach a type-written statement explaining the reasons for your academic/progress performance.
3. Collect documents supporting the reasons for your academic/progress performance.
If you are requesting an appeal due to extenuating circumstances including: accidents, illness or other circumstances beyond your control, supporting documents may include: a letter from your doctor, Police Accident Reports, Notifications of job loss from your employer, etc.)
4. Schedule an appointment to meet with a counselor to create a Comprehensive Student Educational Plan (SEP). When making an appointment, let the scheduler know you are requesting an Enrollment Priority and/or California College Promise Grant Appeal. Bring this form, your typed statement and supporting documentation with you to your appointment.
If you are a CalWorks, EOPS, SSD or TRIO student, you will get your SEP from the counselor in those programs. Foster Youth are exempt from this process.
5. Submit your appeal to the Office of Admissions and Records once you have:
 - a. completed this petition, written your statement and collected the required documentation.
 - b. met with your counselor.

Any missing information will result in your Enrollment Priority/California College Promise Grant Appeal being denied by the Petitions Committee.

**All Appeals, student statements, and documentation must be submitted to
Admissions & Records by the established deadline.
Planning ahead is very important!**