



4000 S Rose Ave, Oxnard, CA 93033 Phone: (805) 678-5816

LOSS OF ENROLLMENT PRIORITY & CA College Promise Grant (CCPG) APPEAL FORM

Name: _____ Student ID: _____
Phone Number: _____ Email: _____

INSTRUCTIONS:

Enrollment Priority Appeal Process (Complete Section 1)

- Complete the form, check reason for appealing and explain your situation on page 2.
- Attach all required supporting documents to this appeal form.
- Meet with an academic counselor to review appeal form and complete a comprehensive Student Educational Plan (SEP).
- Submit Enrollment Priority appeal form to Admissions and Records after approval is granted.

CCPG Loss Appeal Process (Complete Section 2)

- Complete form and check reason for appealing. Explain your situation on page 2 and attach additional sheets if necessary.
- Complete the online financial aid module – Available online at www.oxnardcollege.edu/finaid
- Complete the probation workshop – Contact the Counseling Dept. to schedule your appointment at 805-678-5816.
- Attach all required supporting documents to this appeal form.
- Meet with an academic counselor to review appeal form and complete a comprehensive Student Educational Plan (SEP).
- Submit all CCPG Appeal documents to the Financial Aid Office for review. Documents will be forwarded to the appeals committee.

Any missing information will result in this appeal being rejected by the appeals committee. The CCPG Appeal process may take up to 2 weeks to complete from the date submitted. You will be notified by e-mail of the outcome. If you receive services through EOPS, CalWORKs, EAC or VA, contact your program office for assistance.

CCPG APPEALS MUST BE SUBMITTED WITHIN THE CURRENT FISCAL YEAR.

Petition Term/Year: Fall Spring Summer Year: _____

Petitioning Loss of: Enrollment Priority *(Complete Section 1) Only requires counselor approval.*
 CCPG Only *(Complete Section 2) Note: Must be approved by the Appeals Committee.*
 Enrollment Priority and CCPG *(Complete Section 1 & 2) Note: Must be approved by the Appeals Committee*

Section 1. Enrollment Priority Appeal Reasons: – Check the box of each reason you are appealing.

- Final Semester.** Approval will be based on the student’s Educational Plan completed by the academic counselor.
- Enrollment in a High Unit Major or Program.** Approval requires the student to have declared a program of study in a major that is identified as a “High Unit Major”. Approval will be based on the student’s Educational Plan completed by the academic counselor.
Major/Program _____ Estimated Graduation Date: _____
Degree Applicable (Including in-progress units) Units Earned: _____ Cumulative GPA: _____
- Academic and/or Progress Improvement.** The student must demonstrate significant academic improvement by achieving no less than the minimum grade point average of 2.0 and progress standard minimum of 50% completion in the most recent primary term.
- Untimely Accommodation.** The student must have a disability, and applied for but did not receive accommodations in a timely manner. *Explain the circumstances in the space on the following page.*
- Extenuating Circumstances.** Approval is based on verified evidence of circumstances beyond the student’s control. This could include: death of an immediate family member, accident, serious illness, eviction, etc. The student must provide documentation such as: medical documents, death certificates, police reports, court documentation, etc. *Explain the circumstances in the space on the following page.*

Section 2. CCPG Loss Appeal Reasons: – Check the box of each reason you are appealing.

- Academic and/or Progress Improvement.** The student must demonstrate significant academic improvement by achieving no less than the minimum grade point average of 2.0 and progress standard minimum of 50% completion in the most recent primary term.

- No Enrollment for Two Primary Terms.** Approval requires the student was not enrolled within the VCCCD for two consecutive primary terms (fall/spring) since becoming ineligible for the CCPG.
- Special Consideration for CalWORKs, EOPS, DSPS (EAC/ACCESS), and Veterans.** The student must obtain a **Verification of Services Form** from one of the above programs indicating current level of participation and services provided.
- Untimely Accommodation.** Approval is based on verified evidence of a student with disabilities who applied for but didn't receive accommodation in a timely manner. To be considered, the student **must provide documentation**, which supports the claim, statements from counselor, professor, professionals on letterhead stationary, etc. ***Explain the circumstances below.***
- Extenuating Circumstances.** Approval is based on verified evidence of circumstances beyond the student's control. This could include: death of an immediate family member, accident, serious illness, eviction, etc. The student must provide documentation such as: medical documents, death certificates, police reports, court documentation, etc. ***Explain the circumstances below.***
- Inability to Obtain Essential Support Services.** The student must provide documentation, such as: cancelled appointment notices, emails, text messages, and statements from professionals on letterhead. ***Explain the circumstances below.***
- Economic Situation.** Approval is based on verified evidence of an economic situation such as: job loss, eviction, and homelessness, etc. To be considered, the student must provide documentation, which may include: eviction notice, layoff/termination notice, unemployment statements, etc. ***Explain the circumstances below.***

Use the space below for written explanations required from Sections 1 or 2. Attach additional sheets if necessary.

STUDENT CERTIFICATION – Read the following information and sign below:

Submitting this appeal form does not guarantee approval. If your financial aid eligibility has been suspended, this appeal will not re-instate it. A separate appeal will need to be submitted and reviewed for financial aid eligibility. You certify the information contained in this appeal form, supporting documentation, and statements of circumstances are accurate and complete to the best of your knowledge and any false information will be cause for denial. **The decision of the committee for CCPG appeals is final.**

Signature: _____ **Date:** _____

Enrollment Priority Appeal: Approved Denied **Counselor Signature:** _____

CCPG Appeal Reviewed by: _____ **Counselor Signature:** _____ **Date:** _____

CCPG Appeal Committee Decision Approved Denied _____

FAO Notification Date: _____