

# Reinstatement of Enrollment Priority Petition

*Please review the reverse side of this document and complete the petition below*

## Student Information

Name	Student ID
Address	Date of birth
City, ST, Zip	Phone
Major	E-mail

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## Reason for Petition

**I am requesting one-time reinstatement of my priority registration for the following reason(s): (Please select at least one)**

- Extenuating circumstances (Documentation required)
  - High Unit Major exception - You must complete and attach a comprehensive student educational plan
  - Student with disability who applied for, but did not receive reasonable accommodations in a timely manner
  - Significant Academic Improvement
  - Last term at GCCCD
  - 12 units or less remaining in order to graduate or transfer
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***Make sure you have completed all of the following before submitting your petition.***

- Complete and sign the petition.
- Attach a typed detailed statement of your reason(s) for petition.
- Attach any supporting documentation to support your reasons. Examples: doctor's letter, ER report, police report, court documents, requirements from professional schools, major preparation transfer requirements, course descriptions, and syllabi.
- Submit the form, with attachments, to the Admissions & Records office. Results will be sent to you by mail.

Student	Date
Signature	

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**For Office Use Only**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ No Action: \_\_\_\_\_ Tabled: \_\_\_\_\_

Additional  
Comments

## COLLEGE PETITIONS COMMITTEE

The Petitions Committee is composed of representatives from the following areas: Instructional Faculty, Counseling Faculty, Admissions and Records, and Dean of Admissions and Records (Chair). The purpose of the Petitions Committee is to review requests from students for interpretation of rules, regulations, and policies.

The Committee cannot overturn, ignore, or change existing laws and regulations. The Committee also cannot rule on instructional matters that involve disputes between students and faculty. These issues should be directed to the appropriate department chair.

### **Comments from the Committee:**

1. Petition not needed. You still have your enrollment priority status.
2. Situation does not qualify under "extenuating circumstances" (as defined under Ca. Ed. Code 55024 as *Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.*)
3. Tabled for additional information/documentation.
4. Lack of evidence of academic progress/improvement.
5. Contact the counseling office to see a counselor to review academic policies/educational planning.

### **LOSS OF ENROLLMENT PRIORITY**

Title 5 regulations state that students may lose their enrollment priority if they have exceeded ninety (90) degree applicable units within the Grossmont-Cuyamaca Community College District and/or have two consecutive semesters of probation (academic and/or progress).

### **Probation**

**Academic Probation** – Any student whose GPA falls below 2.0 in courses receiving letter grades for work attempted at Cuyamaca or Grossmont College shall be on academic probation

**Progress Alert** – Any student who has enrolled in a total of at least 12 semester units at Cuyamaca or Grossmont College shall be placed on probation when the student's cumulative units indicate 50 percent or more units of "W", "I", or "NC"

### **Removal from Probation**

- Any student placed on academic probation shall be removed from probation when the cumulative GPA at Grossmont-Cuyamaca Community College District has improved to 2.0
- Any student placed on progress alert shall be removed from probation when the cumulative units of "W", "I", or "NC" recorded are less than fifty percent of the total units attempted.

### **Petition of Loss of Enrollment Priority Status**

Students may petition the loss of enrollment priority based on one of the following criteria:

- Student who have experienced extenuating circumstances (verified cases of accident, illnesses or other circumstances beyond the student's control that affected their academic performance in the previous semester.)
- Students who have made significant academic improvement where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation.
- Students who have exceeded 90 units of degree-applicable coursework at GCCCD and enrolled in a high unit major.
- Students with disabilities who applied for, but did not receive reasonable accommodations in a timely manner.
- Students who have other specific situations that warrant considerations (e.g. Last term in GCCCD and needs a specific course to graduate or transfer.)