



PETITION TO RETAIN ENROLLMENT PRIORITY & LOSS OF CALIFORNIA COLLEGE PROMISE GRANT

Admissions and Records Office • 1000 W Foothill Blvd, Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

Name: _____ Student ID: _____

Enrollment Priority Deadlines: Summer and Fall 2018– April 13, 2018 | Winter and Spring 2019 – November 16, 2019

CCPG Fee Waiver Deadline: Fall 2017 to Summer 2018 – June 30, 2018 | Fall 2018 to Summer 2019 – June 30, 2019

I request to retain enrollment priority and/or the California College Promise Grant (CCPG) Fee Waiver based on the following exception (see additional guidelines on the backside of this form):

- a. **Extenuating Circumstances (Both).** Verified cases of accident, illness, or other circumstances beyond your control which prevented you from remaining in good academic standing, changes in your economic situation, and/or evidence that you were unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKS, EOPS, and DSPS student status.
May require documentation of extenuating circumstance.
- b. **Lack of Timely Accommodation (Both).** You have a verified disability and applied for an accommodation, but did not receive reasonable accommodation in a timely manner.
Requires verification that requested accommodation was not provided in a timely manner. Requires DSPS counselor approval.
- c. **Completing Educational Goal (100 unit only; Enrollment Priority Only).** You are close to completing your educational goal and would like a one-time exemption from loss of enrollment priority.
Requires current Educational Plan showing that you are less than 20 units from completing your educational goal.
- d. **Accommodation Pursuant to ADA (Enrollment Priority Only).** Student granted priority registration as a disability related accommodation in accordance with the Americans with Disabilities Act.
Requires DSPS counselor approval.

Explain below the reason for requesting the exemption. Attach proof if required.

Student Signature

Date

Counseling Office Use Only

Counselor Name: _____ Office Extension: _____ Approve Deny Term(s): _____

Comment _____

Counselor Signature

Date

A&R Office Use Only

Received by: _____ Date: _____

Prior Approval SGASADD Cohort Term(s): _____

FORM GUIDELINES

General Guidelines

1. Approved petitions will only be valid for the approved term(s).
2. Students who are on academic or progress probation are notified through their Citrus College email at the end of fall and spring semester. Please note that probation, readmission from dismissal, and financial aid appeal processes (SAP Appeal) are separate appeal processes.
3. Students that lose priority registration and the CCPG Fee Waiver based on not being in good standing regain enrollment priority and the CCPG Fee Waiver once they are in good standing.
4. Student may petition for Extenuating Circumstances exception, Lack of Timely Accommodation exception, and Accommodation Pursuant to ADA exception as many times as appropriate.
5. Essential student support services include, but are not limited to, assessment, orientation, a student educational plan, services identified in the student educational plan, and any service the student was referred to pursuant to Title 5 Section 55520.

Enrollment Priority

1. Completing Educational Goal exception may only be used to waive the 100 unit limit. For example, a student who only receives approval under the Completing Educational Goal exception would lose enrollment priority if that student has both exceeded the 100 unit limit and is not in good standing.
2. Students may only receive approval for the Completing Educational Goal exception one time unless a required class was not offered during the student's approved term(s).
3. Students may petition after completing 75 degree applicable units in anticipation of going over the 100 unit limit. Students should see a counselor if they are over 75 degree applicable units.
4. Students must petition by the stated deadlines on this petition to retain enrollment priority.

CCPG Fee Waiver (*Formerly known as Board of Governor's Fee Waiver BOGFW*)

1. Students who sit out two consecutive semesters automatically regain access to the CCPG Fee Waiver and continue to receive it so long as they do not have consecutive terms on probation.
2. Eligibility for CCPG Fee Waiver is determined at the time the student first registers for a given term.
3. Students who have demonstrated significant academic improvement will automatically be granted an appeal from loss of the CCPG Fee Waiver (this petition is not required).