

This form is to appeal your registration appointment and/or the California College Promise Grant (CCPG). The completed appeal form with ALL required documents should be submitted to the **Admissions & Records Office**. Appeal results will be sent to your RCCD student email within 5 business days. Please make sure your RCCD email is activated.

To be completed by student			
Last Name:	First Name:	Student ID#:	
Address:			Phone #:
RCCD Student Email Address:		Home College Location:	
Appeal Term:	Year:	Major:	
✓ <b>Check all that apply</b>		✓ <b>Attach required documents with all appeals</b>	
<b>I am requesting an appeal for:</b> <input type="checkbox"/> Registration Appointment <input type="checkbox"/> California College Promise Grant (CCPG)		<i>(These may be accessed in WebAdvisor)</i> <input type="checkbox"/> Student Ed Plan (SEP) or Academic Review <input type="checkbox"/> Unofficial Transcript	
Registration Appointment Appeal Reason(s):			
I have/will be applying for graduation during the following term: _____ List courses you plan to take during the term: _____			
I am a continuing student who attended the last major term, and had significant improvement in my academic record.			
I am a student with a verified disability who applied with the Disability Resource Center (DRC), but did not receive an accommodation in a timely manner. <b>(Additional documentation required)</b>			
I had an extenuating circumstance, such as a death in the immediate family, verified accident, or serious illness. <b>(Additional documentation required)</b>			
CCPG Appeal Reason(s):			
I am a continuing student who attended the last major term, and had significant improvement in my academic record.			
I am a student with a verified disability who applied with the Disability Resource Center (DRC), but did not receive an accommodation in a timely manner. <b>(Additional documentation required)</b>			
I had an extenuating circumstance, such as a death in the immediate family, verified accident, or serious illness. <b>(Additional documentation required)</b>			
I have a change in my economic situation. <b>(Additional documentation required)</b>			
I was unable to obtain essential support services. <b>(Additional documentation required)</b>			
I am requesting special consideration because I am a student in one of these programs as determined by program coordinator: _____ CalWORKs _____ EOPS _____ DRC _____ Veteran Services <b>(Additional documentation required)</b>			
<i>I understand that by submitting this form I am NOT guaranteed an earlier registration date or the CCPG. I also understand that the appeal for registration is a one-time exception; if approved, a new registration appointment is for the intended term only. Subsequent registration appointment appeals will not be considered at any of the three colleges at RCCD. I confirm that all of the information I have presented above is true and accurate.</i>			
Student Signature: _____			Date: _____
Please attach all documents with this Appeal Form (Required and any Additional Supporting Documents)			
<b>FOR OFFICE USE ONLY</b>		<b>Recommendations:</b> YES/NO	
_____ Home College Location	Cumulative GPA: _____	_____ Specialist	_____ Date
_____ PERC Severity	Approved – REG/CCPG	Comments: _____	
_____ STRK Prior Successful Appeals	Denied – REG/CCPG	<b>Dean of Admissions &amp; Records Decision:</b> <input type="radio"/> Approved <input type="radio"/> Denied	
CCPG Eligible (AIDE) – YES/NO	Student Contacted/Emailed: _____	_____ Dean, Admissions & Records	_____ Date
A&R Initials: _____	Date: _____		

# **Loss of Registration Appointment and/or CCPG Appeal Instructions**

**\*\*Students are required to see a counselor to address any dismissal holds before submitting the CCPG Appeal\*\***

## **Loss of Registration Appointment:**

Per title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will impact your assigned registration appointment for future terms. A second consecutive term (fall/spring terms) on academic dismissal will result in the loss of continuing registration order. 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 to enroll in courses needed to meet your educational goal.

Students may appeal their registration appointment at their home college based on allowable reason(s) as listed on the form.

## **Loss of California College Promise Grant (CCPG):**

A student who is on a second consecutive term (fall/spring terms) on academic dismissal will result in the loss of the CCPG. Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50 percent may result in loss of fee waiver eligibility. **Foster Youth and Former Foster Youth up to 24 years of age are exempt and do not need to submit an appeal.**

## **Instructions to submit appeal:**

1. **Complete** the appeal form and identify reason(s) for exception.
2. **Attach** all related supporting documents to justify the appeal reason(s). For an extenuating circumstance exemption, documents such as doctor's notes, accident report, loss of job, etc. may be included.
3. **Submit** the completed appeal form to the Admissions & Records Office at your home college. A valid photo ID must be presented.
4. **Results** of appeal will be sent to you via your RCCD student email within 5 business days. Please make sure your RCCD email is activated.

## **Important Information**

**Appeal results will be sent to your RCCD student email within 5 business days. Please make sure your RCCD email is activated.**

	<b>Registration Appeals</b>	<b>CCPG Appeals</b>
<b>Approved</b>	Approved registration appointment appeal results in a one-time exception, and is for the intended term only. Subsequent registration appointment appeals will not be considered at any of the three colleges at RCCD.  Newly assigned registration appointment can be viewed on WebAdvisor.	Approved CCPG appeals are only valid for the current term. Appeals may be submitted if needed for future terms.
<b>Denied</b>	Denied registration appointment appeal decisions are final, and cannot be petitioned during the same term.  Contact Admissions & Records office for more information.	Denied CCPG appeal decisions are final for the current term; subsequent appeals may be submitted for future terms.  Contact Admissions & Records office for more information.

**All appeal forms and documentation should be submitted to the Norco College Admissions & Records Office.**

**\*\*By submitting this request, I am authorizing Norco College staff to complete the transaction requested.\*\***