

VENTURA COLLEGE

SET YOUR COURSE

ADMISSIONS & RECORDS OFFICE

4667 TELEGRAPH ROAD, VENTURA, CA 93003 PHONE: (805) 289-6457

LOSS OF ENROLLMENT PRIORITY & CALIFORNIA COLLEGE PROMISE GRANT (CCPG) APPEAL FORM

LAST NAME _____

FIRST NAME _____

STUDENT ID# _____

INSTRUCTIONS:

1. Complete this form and bring it with you to your counseling appointment (attach a separate sheet, if needed).
2. Complete a comprehensive Student Educational Plan (SEP) with a Ventura College academic counselor.
 - If you are a CalWORKs, EOPS, EAC or veteran student you may meet with the appropriate program Counselor.
3. Attach all required supporting documents to this appeal form.
 - If selecting **Special Consideration** for CalWORKs, EOPS, EAC, veterans or **Untimely Accommodations**, request a Verification of Services Form from the appropriate program counselor.
4. Submit this completed appeal packet to the Admissions & Records Office by the deadline printed below.

APPEAL DEADLINES:

Appeals must be submitted before the end of the fiscal year (June 30th).

APPEAL PROCESS:

Appeals are reviewed on a case-by-case basis and prioritized by the date received. You will be notified by email of the outcome. Circumstances below marked with an * will be reviewed by a committee and may take up 3-4 weeks to review.

Petition Term/Year: Fall Spring Summer _____

Petitioning Loss of: Enrollment Priority Only → Complete Section 1
 CCPG Only → Complete Section 2
 Enrollment Priority & CCPG → Complete BOTH Sections 1 AND 2

Program of Study listed on your SEP (must match Program of Study listed on your portal): _____

Educational Goal: AA/AS/ADT Certificate of Achievement Transfer to: _____

Section 1. Enrollment Priority Appeal Reasons: —Check all that apply.

- Final Semester.** Approval will be based on your SEP completed by the academic counselor.
- Enrollment in High Unit Major or Program.** Approval requires you to have declared a program of study in a major that is identified as a "Hugh Unit Major". Approval will be based on your SEP completed with the academic counselor.
- Academic and/or Progress Improvement.** Approval requires significant academic improvement by completing at least 6 units, a minimum 2.0 term GPA, and more than a 50% completion rate in the most recent primary term.
- * Untimely Accommodation.** You 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 and obtain a **Verification of Services Form** from Educational Assistance Center (EAC).
- * Extenuating Circumstances.** Approval requires verified evidence of circumstances beyond your control. This could include: death of an immediate family member, accident, serious illness, eviction, etc. You must provide documentation such as: medical documents, death certificates, police reports, court documentation, etc. **Explain the circumstances in the space on the following page.**

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Section 2. **CCPG Loss Appeal Reasons: – Check all that apply.**

- Academic and/or Progress Improvement.** Approval requires significant academic improvement by completing at least 6 units, a minimum 2.0 term GPA, and more than a 50% completion rate in the most recent primary term.
- No Enrollment for Two Primary Terms.** Approval requires you were 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.** Explain the circumstances in the space below and obtain a **Verification of Services Form** from one of the above programs indicating current level of participation and services provided.
- *Untimely Accommodation.** You must have a disability, and applied for but did not receive accommodations in a timely manner. Explain the circumstances in the space below and obtain a **Verification of Services Form** from Educational Assistance Center (EAC).
- *Extenuating Circumstances.** Approval requires verified evidence of circumstances beyond your control. This could include: death of an immediate family member, accident, serious illness, eviction, etc. You must provide documentation such as: medical documents, death certificates, police reports, court documentation, etc. **Explain the circumstances below.**
- *Inability to Obtain Essential Support Services.** You must provide documentation, such as: cancelled appointment notices, emails, txt messages, and statements from professionals on letterhead. Explain the circumstances in the space below and obtain a **Verification of Services Form** from the appropriate support services department.
- *Economic Situation.** Approval requires verified evidence of an economic situation such as: job loss, eviction, and homelessness, etc. To be considered, you 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 Section 1 or 2. *Attach additional sheets if necessary.*

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Resolution of Circumstances. Describe the steps you have taken to resolve or improve the circumstance(s) previous stated. Emphasize what is different in your situation to ensure success for the current and future semesters. *Describe your plan for success at Ventura College. Attach additional sheets if necessary.*

STUDENT CERTIFICATION & STATEMENT OF UNDERSTANDING – Read the following information and sign below:

Submitting this appeal form does not guarantee approval. Appeal approval for CCPG/Enrollment Priority loss will not reinstate other financial aid programs (Pell Grant, Direct Loans, etc.) A separate appeal will need to be submitted to the Financial Aid Office 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.

Signature: _____ Date: _____

OFFICE USE ONLY

COUNSELING STAFF: SEP Completed Counselor's Name: _____ Initials: _____ Date: _____

Enrollment in a High Unit Major or Program Major/Program: _____

A&R Reviewer Signature: _____ Date: _____

FAO Notification Date: _____