



Victor Valley College

Return completed petition to
ADMISSIONS & RECORDS OFFICE

LOSS OF PRIORITY REGISTRATION APPEAL

Submit this request prior to the term you wish to be considered for
reinstatement of priority registration

for the (check one) **FA**__ **SP**__ **SU**__ **20**__ **Semester**

The California State Legislature requires colleges to adopt registration priorities based on factors such as number of units completed, grade point average, and other considerations. Students who have lost priority registration may appeal to have it reinstated based on verifiable evidence of factors outside their control. The law reads:

"Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accident, illnesses or other circumstances beyond the control of the student. Districts may exempt from the 90 unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority registration status." (Title 5, section 58108.)

PLEASE PRINT ALL INFORMATION CLEARLY

Student Name – Last, First, M.I.	Student ID #
Address – Street, City, State, Zip	
Email	Phone

I am requesting a reinstatement of my priority registration for the following reason:

- Extenuating circumstances**
Approval is based on evidence of unavoidable extenuating circumstances beyond your control, such as a death in the family, car accident, serious illness, eviction, etc. *To be considered, you **must provide documentation**, which may include such items as medical documents, death certificates, newspaper articles, funeral programs, statements from professionals on letterhead stationery, etc.*
- I have a disability and applied for but did not receive a timely, reasonable accommodation**
Please attach a written statement that describes your situation.
- Enrollment in a high unit major or program**
High unit majors generally include Nursing, Respiratory Therapy, or preparation for transfer to programs in engineering, medicine or other areas. *Attach a copy of your current VVC Educational Plan.*
- Academic and/or progress improvement**
Students who lose priority enrollment due to academic or progress disqualification must demonstrate significant academic improvement to appeal the loss of priority registration status. Evidence of such improvement may be demonstrated by successful completion of 12 semester units with at least a 3.0 GPA; 18 units with at least a 2.5 GPA; or 24 units with at least a 2.0 GPA. The work may be at VVC or at other accredited institutions. *The Petitions Committee will review your transcript.*

Student's Signature: _____ Date: _____

For office use only

Approved _____ Denied _____ Signature _____ Date: _____
Petitions Committee

Approved _____ Denied _____ Signature _____ Date: _____
Petitions Committee

Comments: _____

