



Petition to Reinstate Enrollment Priority

(You are completing this form because you lost your Enrollment Priority due to your academic status)

Admissions & Records Office

1570 E. Colorado Blvd. Room L113, Pasadena, CA 91106

(626) 585-7071 or petitions@pasadena.edu

Student Name: _____

Student ID: _____

Effective Term/Year: _____

I have applied for the BOG Fee Waiver: Yes ___ No ___

Instructions:

1. **Submit this petition at the admissions & records counter as soon as registration dates are available in LancerPoint.**
2. Select the reason for appeal that applies to you in Section 1 below – you may pick more than one reason.
3. Attach your personal statement and supporting documents to support the circumstances for the reason for appeal you have chosen.
4. Attach a Comprehensive Student Educational Plan (CSEP) completed with your PCC counselor.
5. Make sure all required documentation is attached to this form – incomplete petitions will be denied.
6. You will be notified of the results by email to your Lancerpoint email account.

Glossary of Terms:

- o CSEP: Comprehensive Ed Plan
- o Petition: Appeal to get your Enrollment Priority back
- o Accommodation: A student with a disability who has worked with a counselor to identify a need such as extra time on tests, etc.

Appeal Process:

Appeals are reviewed individually in the order they are received. Submit your petition as soon as registration dates are available in Lancerpoint. All required statements and supporting documentation must be attached for the appeal to be considered. Circumstances below marked with an * may require additional review and may take longer for a decision to be made.

Section 1. I am requesting reinstatement of my enrollment priority because: *Check the box of each reason you are appealing.*

- This is my final semester at PCC.** Attach your CSEP completed by an academic counselor and showing this as your last term.
- I am enrolled in a high-unit major/program of study.** Approval requires the student to have declared a program of study in a major that is identified as a "High Unit Major". Attach your CSEP completed by an academic counselor.
- I have shown academic improvement by earning a 2.0 GPA and completing more than 50% of the units I enrolled in for the last primary term – Fall or Spring.**
- I did not receive accommodations in a timely manner.** The student must have a disability and applied for but did not receive accommodations in a timely manner. Attach a letter from DSP&S supporting this reason for appeal.
- *Extenuating Circumstances affected my ability to maintain good academic standing or meet other requirements for enrollment priority.** Approval requires verified evidence of circumstances beyond the student's control. This could include: death of an immediate family member, accident, serious illness, eviction, etc. The student must provide documentation such as: medical documents, death certificates, police reports, court documentation, etc. **Attach your statement of explanation and documents.**

Student Certification – Read the following information and sign below:

I certify the information contained in this petition, supporting documentation, and statements of circumstances are accurate and complete to the best of my knowledge and any false information will be cause for denial.

Signature: _____

Date: _____

Office Use Only

Petitions Office Determination:

- Academic/Progress Improvement Final Semester High Unit Major Extenuating Circumstances Untimely Accommodation
- Needs Additional Review**

Reviewer's Signature: _____

Date: _____

FAO Notification Date: _____