



Appeal of Loss of Enrollment Priority

This form is to appeal your loss of enrollment priority. Incomplete forms will be denied. Approval of this form applies only to this semester indicated below. *This form must be resubmitted every semester/term in which priority registration has been lost.*

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. (GCC Administrative Regulation 5055)

This form must be submitted to the Admissions and Records Office PRIOR to Priority Registration.

Last Name: _____ First Name: _____ MI: _____ Student ID# _____

Address: _____ City _____ State _____ Zip _____

GCC Email: _____ Phone: () _____ - _____

What is your major (course of study): _____

I am appealing my loss of priority registration for the following semester/term: _____

Extenuating Circumstance: Check at least one (1) box from list below: (*Student must submit supporting documentation for each item checked*)

- A student with a verified disability who did not receive an accommodation in a timely manner
- Significant Academic and/or Completion improvement to bring the student off all probation(s)
- Student who has a justifiable reason for completing 100 degree applicable units at Glendale College, such as a high impact course of study.
- Extenuating Circumstance: **documented and verifiable** illness, accident or circumstance beyond control of the student.
- Final semester at Glendale Community College (list courses below) – provide acceptance letter or proof of submission of admission application from your transfer institution. **Enter course (s) required to graduate/transfer:**

Course Name	Course Number	Course Name	Course Number

Additional documents that must be included with this form:

- 1) A typed narrative of your situation
- 2) Student Educational Plan; and
- 3) Supporting documents

I declare under penalty of perjury that all information on this form is true and correct.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

<input type="checkbox"/> GRANTED	<input type="checkbox"/> DENIED	Semester: _____
Director, Admissions & Records Signature: _____		Date: _____
Comments: _____		
Student notified on: _____ By: _____		

Appeals for the loss of priority enrollment will be approved pursuant to the provisions of Glendale College AR 5055, Education Code Sections 66025.8 and 66025.9, and Title 5 Sections 58106 and 58108.