

The following has been developed as the process for students to appeal their enrollment priority.

### **Enrollment Priorities Appeal Process**

Students should consult the Office of Admissions and Records for more information about enrollment priorities, or to appeal their assigned registration category based upon documented extenuating circumstances.

- a) The enrollment priority appeal process for LACC will be available to students only during specified periods during the Fall and Spring terms. The annual calendar for registration appointments (established by District I.T.) will be referenced to establish an appropriate start date and end date for appeals. **For Summer 2016 registration, students must appeal by Wednesday, April 13, 2016.**
- b) All enrollment priority appeals should be submitted at the Admissions Office on the enrollment priorities petition (see attachment).
- c) The only appeals that will be approved are those for students that have extenuating circumstances. Circumstances that constitute grounds for an appeal are defined as:
  - a. Verified cases of accidents, illness, or other circumstances beyond the control of the student (e.g. fire, flood, or other extraordinary conditions).
  - b. Student designating that he/she applied for reasonable accommodation for a disability, but did not receive reasonable accommodation in a timely manner.
  - c. Significant academic improvement, which is defined as achieving no less than a 2.0 semester grade point average in the prior term for which restoration of enrollment priority is being requested.
- d) Students that have approved appeals would be notified by the Registrar (or designee), within 10 days of the decision, and their registration date will be changed to reflect their new enrollment priority prior to the first date of registration for the subsequent term. Student petitions that are denied will be advised of the denial by the Registrar (or designee) and referred to the Assessment/Matriculation Office to complete the matriculation process.
  - a. Students that may be appealing are students with 100+ units as well as students who are on their second semester of progress or academic probation.