



## Admissions & Records Office

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### Enrollment Priority Appeal Instructions

In accordance with the Student Success Act of 2012, El Camino College and El Camino College Compton Center require all students to meet academic and progress standards as defined in the college catalog in order to receive enrollment priority. Students who are on second level academic probation and/or second level progress probation will not be eligible to receive enrollment priority.

The El Camino College Catalog defines academic and progress probation as follows:

#### **Placement on Academic Probation**

A student who has attempted at least 12 semester units, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

#### **Placement on Progress Probation**

A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of "W," "I," "NC," and/or "NP" account for 50% or more of the total units attempted. Courses dropped prior to the "No Notation" deadline are not considered "units attempted" and do not receive entries as "W," "I," or "NC/NP."

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#### Reinstatement of Enrollment Priority

##### **Self-Reinstatement**

A student may have enrollment priority self-reinstated by earning a cumulative 2.0 grade point average (GPA) and by earning a cumulative 50% attempted units as shown by the official academic record.

##### **Submission of Appeal Form**

Students who have not met satisfactory academic or progress standards and wish to appeal their status may do so if they have an acceptable reason by completing and submitting an Enrollment Priority Appeal with supporting documentation. Instructions for submitting an appeal form are noted below. Appeals that are approved will result in the restoration of Enrollment Priority.

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#### Acceptable Reasons for Submitting an Appeal Form (***Documentation Required***)

1. Illness or accident of the student or immediate family member.\*
2. Death of an immediate family member.\*
3. U.S. military service orders.\*
4. Significant changes in economic situation.\*
5. Former foster youth with severe educational and financial barriers to success.
6. Evidence that the student was unable to obtain essential student support services from the College.\*

\*Supporting documentation must coincide with the term(s) in which the student did not meet academic and/or progress probation standards

# Enrollment Priority Appeal Instructions

## INSTRUCTIONS

1. The Enrollment Priority Appeal Form (hereinafter called the Appeal Form) and two essays must be typed using the PDF fillable form below.
2. The Appeal Form must be submitted with a current, counselor-approved comprehensive Education Plan that includes all coursework required to complete an associate degree, a vocational certificate, or plan to transfer to a four-year university.
3. The student must meet one of the acceptable reasons for submitting an Appeal Form. Students who do not have an acceptable reason should not complete and submit an Appeal Form.
4. The student is advised to make a copy of the Appeal Form and all supporting documentation prior to submitting to the Admissions & Records Office.
5. The student must submit a completed Appeal Form and all supporting documentation to the Admissions & Records Office by the established deadline. Appeal deadlines are as follows:

**Enrollment Priority for Summer Term 2014/Fall Semester 2014 = March 27<sup>th</sup>**

**Enrollment Priority for Spring Semester 2015 = October 30<sup>th</sup>**

6. Incomplete, handwritten, or late submissions of the Appeal Form will not be accepted.
7. The appeal decision will be sent to the student through the college issued e-mail account (MyECC) approximately three (3) weeks after submission.
8. For additional information, please visit the Admissions & Records Office located on the first floor of the Student Services Center or visit their webpage at <http://www.elcamino.edu/welcome/admissions/>.

**ALL ENROLLMENT PRIORITY APPEAL DECISIONS ARE FINAL**



# Admissions & Records Office

## Enrollment Priority Appeal Form

Complete the entire Enrollment Priority Appeal Form using the fillable PDF form below and submit to the Admissions & Records Office by the established deadline. Incomplete, handwritten, or late submissions will **not** be accepted.

### TERM OF APPEAL

I am submitting the Appeal Form for the following semester/term. My counselor-approved comprehensive Education Plan and supporting documentation are attached. Check only **one** box.

Summer/Fall Semester 2014

Spring Semester 2015

### GENERAL INFORMATION

_____	_____	_____	
El Camino College ID #	Last 4 Digits of Social Security Number	Date of Birth (mm/dd/yyyy)	
_____	_____	_____	
Last Name	First Name	Middle Name	
_____	_____	_____	_____
Street Address	City	State	Zip Code
(_____) _____	_____@elcamino.edu		
Telephone Number	MyECC Student E-mail Address ( <b>REQUIRED</b> )		

### EDUCATIONAL GOAL(S)

What is your educational goal? If you check a box, you must write in the name of the certificate, associate degree, and/or transfer major and four-year university. This information should match your Education Plan. (Check all that apply)

Certificate \_\_\_\_\_

Associate of Arts (A.A.) and/or Associate of Science (A.S.) Degree \_\_\_\_\_

Transfer Major \_\_\_\_\_

Transfer College/University \_\_\_\_\_

### PROGRAM PARTICIPATION (Check all that apply)

CalWORKs       EOPS/CARE       Foster Care       Special Resource Center       Veterans

# Enrollment Priority Appeal Form

## REQUIRED ESSAYS

All students must submit two essays using the fillable PDF form below in order for Appeal Form to be considered complete for submission. Only typed essays will be considered. Incomplete, handwritten, or late Appeal Forms will **not** be accepted. There is a 1,000 character limitation for each essay.

1. Explain why you were unable to meet academic and/or progress standards. For example:
  - a. Why have you not earned a cumulative 2.0 or greater grade point average (GPA)?
  - b. Why have you not completed at least 50% of your total attempted units?

2. Explain how circumstances have changed that make you feel you can now meet academic and/or progress standards. Explain specifically what steps you will take to complete your educational goal.

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## CERTIFICATION

By signing below, I certify that the information provided is accurate and complete to the best of my knowledge. I have read the instructions on the Appeal Form and have attached all required documentation. **I understand that submitting an Appeal Form does not guarantee approval and that all decisions are FINAL.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please sign and date in black or blue ink\***

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## **FOR OFFICE USE ONLY**

- Approved
- Denied
- Notification Sent via E-mail – Date \_\_\_\_\_

Comments: \_\_\_\_\_

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Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_