

IMPERIAL VALLEY COLLEGE

Office of Admissions & Records

P.O. Box 158, Imperial, CA 92251 Phone (760) 355-6101 Fax (760) 355-2663

PETITION TO APPEAL THE LOSS OF ENROLLMENT PRIORITY

Students are assigned registration appointments in accordance with the Imperial Valley College District Administrative Procedure #5055. Per Title 5, section 58108, you may submit this form for consideration if you have lost your enrollment priority due to not meeting the necessary academic requirements or because you have reached or exceeded the 90 degree-applicable unit maximum. You may also petition if you have an extenuating circumstance as described below. If you feel that you have met the requirements for an exception, please complete this form, **attach the necessary documents**, and submit it to the Admissions & Records Office. You will receive an email response indicating the outcome of your petition. Please note that, in order to receive priority registration for the next semester, your petition must be submitted and approved before the priority appointments are assigned for that semester (**DEADLINES: Fall Semester – June 30, Winter/Spring – October 31, Summer Term – March 31**).

Student Name	Student ID#
Address	Course of Study/Major (Degree Program)
IVC Email	Phone

I am requesting a reinstatement of my enrollment priority for the following reason (Check One):

- I am enrolled in a high unit program**—programs designated as high unit programs such as nursing, pre-engineering, etc. See your counselor for specific programs and attach a copy of your current Student Education Plan (SEP).
- I have a disability and applied for services but did not receive a timely, reasonable accommodation**—please attach a typed written statement of your situation and any documentation to substantiate your petition.
- Extenuating circumstance**—Approval is based on evidence of unavoidable extenuating circumstances beyond your control, such as a death in the family, serious accident, hospitalization, etc. To be considered, **you must provide documentation**, which may include such items as medical documents, death certificates, funeral programs, etc.
- I have demonstrated significant academic and/or progress improvement**—attach evidence (transcripts) indicating that, since you lost priority registration, you have successfully completed a minimum of 2 semesters with a 2.0 GPA and completed all of the units attempted. The coursework may be from Imperial Valley College or another regionally accredited college/university.

I understand that approval of this petition will allow me to retain my current registration standing for the remainder of the current academic year only. There is no guarantee that this petition will be approved and, if approved, does not guarantee enrollment in any class. I acknowledge that all committee decisions are final and not subject to further appeal.

Student Signature: _____ Date: _____

For office use only

Date Received: _____ Date Reviewed: _____

Approved

Denied

Petition Committee Signature: _____

Date Posted: _____