



**LOPR, CCPG, and/or Dismissal**  
(Loss of Priority Registration, CA College Promise Grant, and/or Dismissal)  
**Enrollment Services Department**  
Phone: (951) 465-7887  
e-Document Submission: <https://msjc.edu/hub/>

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**This form is to be used for Loss of Priority Registration OR Loss of Promise Grant.  
NOT TO BE USED FOR SAP APPEAL.**

1. Complete following petition AND provide statement explaining reason you feel your appeal should be approved.
2. ATTACH a recent Education Plan from an MSJC counselor and any other supporting documentation (e.g. email stating loss of Promise Grant).
3. An appeal may not be submitted until the student receives notification of loss of Promise Grant eligibility and his/her registration appointment has been assigned. This form is NOT use for SAP Appeals.
4. Submit the fully signed and completed form online to the Enrollment Services Student e-Document submission HUB at: <https://msjc.edu/hub/>
5. After review by the Appeals Committee, if approved, the student's record will be updated to reflect the changes and the student will be informed of the outcome via email. If denied, the student will be contacted. Appeal outcomes are final.

For complete appeal standards please visit our website at <https://msjc.edu/enroll/loss-of-priority-registration-appeal.html>

- Loss of Priority Registration Appeal Standards:
- Loss of California College Promise Grant (Previously Board of Governor's Fee Waiver) Appeal Standards
- Dismissal Appeal Standards

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**STUDENT INFORMATION**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**REQUIRED DOCUMENTATION:**

- Student statement
- Recent educational plan from an MSJC counselor

**\*\*THIS IS NOT A SAP APPEAL\*\***

If applicable, please list all program(s) utilized (CalWorks, EOPS, ASC, Veteran Students): \_\_\_\_\_

***(Please check one box below):***

**Loss of Priority registration and Loss of Promise Grant**

- Extenuating Circumstances (supportive documents required)
- Academic and/or progress improvement
- Applied for Accommodation Services Center (ASC) and did not receive accommodations in a timely manner

**Exceeding 100 Unit Limit (loss of priority registration due to)**

- Enrollment in courses required for a high unit transfer major or program resulting in 100+ units  
*Note: This does not apply to MSJC's Nursing and Allied Health program*
- Exemption from 100 unit limit based on prior non-traditional credit
- Exemption from 100 unit limit or degree based on last semester prior to graduation/transfer

**Dismissal**

- Extenuating Circumstances (supportive documents required)
- Military services obligations
- Conditions that may be rectified by a change of curriculum (student must provide an educational plan from a counselor indicating a change in program of study would significantly impact a student's success rate)
- Academic and/or progress improvement

**Promise Grant ONLY**

- Change in student economic situation (applies to loss of Promise Grant only)
- Unable to attain essential support services (applies to loss of Promise Grant only)

The minimum documentation required (student educational plan and student statement) must be submitted with this appeal. Please note- appeal is approved/denied per term. If you have any questions, please contact Enrollment Services.

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date