



PETITION TO RETAIN ENROLLMENT PRIORITY-100+ Units {Title 5, 58108(n)}

Eligibility requirements:

- More than 100.0 degree applicable units earned/posted to Chaffey transcript
- Minimum 2.0 GPA in last 12 units at Chaffey
- No more than 2 semesters remaining to complete stated goal on Counselor approved Education Plan (certificate, AA/AS degree, or transfer; earned Bachelor's Degree may affect eligibility for exception)

Attach the following (All documents are required; incomplete petitions will be returned):

- Typewritten statement explaining your extenuating circumstances (*verified cases of accidents, illness, or other circumstances beyond your control; retraining; high-unit majors*) 1 page maximum
- Documentation to support your extenuating circumstances (REQUIRED)
- Current approved Educational Plan (available on the MyChaffey Portal)
- Assessment recommendations/placement scores (available on the MyChaffey Portal)
- Unofficial Chaffey College transcripts (available on the MyChaffey Portal)

**SUBMIT COMPLETED PETITION TO
ADMISSIONS AND RECORDS ON
ANY CHAFFEY CAMPUS**

INFORMATION TO BE COMPLETED BY STUDENT: FALL SPRING YEAR: _____

STUDENT NAME: _____ STUDENT ID NUMBER: _____

PHONE: (____) _____ EMAIL: **NOTIFICATION WILL BE SENT TO YOUR CHAFFEY EMAIL ACCOUNT**

MAJOR: _____

I understand that approval of this petition allows me to retain my current registration standing for two semesters, beginning with the semester indicated above. I also understand that this is a one-time exception. 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 are not subject to further appeal. *I also understand that by submitting this petition all transfer units will be posted to my Chaffey transcripts, which may affect my eligibility for financial aid.*

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

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OFFICE USE ONLY:

COMMITTEE ACTION: Approved Denied_____
Signature Signature Signature

Comments: _____

Student notified by email: _____ PERC Updated _____ Registration Date Changed To: _____