



Appeal:
Loss of Priority Registration

Student ID Number _____

Loss of priority registration occurs when students earn **more than 100 degree applicable units**, or when they are on **academic and/or progress notice for two or more consecutive semesters**. The loss of priority registration is required and governed by California Code of Regulations § 58108. If approved, your registration priority will be reinstated for one semester.

Last Name: _____ First Name: _____ Date of Birth: ____/____/____

Phone: (____) _____ Butte Student Email: _____

Major(s): _____ Semester: Fall Spring Year: _____

What is the reason for your loss of priority registration? (Check as many as apply)

- Completed more than 100 degree applicable units
- Two, or more, consecutive semesters of academic or progress notice
- Both of the above

Deadline Dates: Priority: 03/26/26 Final: 04/29/26

I am appealing for the following reason: (check one)

- Extenuating circumstances: **verified** illness, accident, or circumstance beyond my control (Examples of documentation are medical/hospital bills, accident report, court documents, etc.)
- Course(s) required for graduation and/or transfer. (Provide copy of official student educational plan, graduation application, or current Excess Unit Petition on file with Financial Aid.)
- Significant improvement: academic or completion. (Relevant documentation may include one or more of the following: unofficial transcript, current progress report signed by ALL instructors, approved appeal from Academic Counsel.)
- Necessary accommodation per Disabled Students Programs and Services. (Attach recommendation from DSPS.)
- Career & Educational Retraining or Additional Degree. (Relevant documentation may include official student educational plan, graduation application, or current Excess Unit Petition on file with Financial Aid.)

Instructions:

Complete this appeal form and a brief typed explanation of your situation and why your priority registration should be restored (no more than one page), and the supporting documentation.

1. Submit this completed appeal form, typed explanation and documentation supporting the reason for the appeal you indicated above to Admissions & Records Office at admissions@butte.edu. *Incomplete forms may be denied.*
2. Please note that processing requests may take up to 7-10 working days. It is your responsibility to ensure that the Admissions & Records receives your documents by the established dates listed on the front of this form.
3. Check your Butte Student Email for communication regarding your appeal process. *Important Note: we will only accept email from you through your Butte Student Email.*
4. Foster Youth are exempted from this process. Please contact the Admissions & Records Office.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY	
Petition: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Initials: _____ Date: _____
Notified Student by Email: _____ Registration Date Changed: _____	
Comments: _____	

Butte-Glenn Community College District does not permit discrimination or harassment in its programs or activities as stated in our Non-Discrimination Statement available at www.butte.edu/sa

Admissions and Records
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AR23-OCT/rev

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