



Loss of Enrollment Priority and/or BOG Fee Waiver Appeal

This form is to appeal your enrollment priority and/or loss of BOG fee waiver

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOGW fee waiver per regulation.

Last Name: _____ First Name: _____ Student ID# _____

Address: _____ City _____ State ____ Zip _____

YC Email: _____ Phone: (____) _____ - _____

Minimum documents that must be included with this form as well as those identified below:

- A typed narrative of your situation AND an approved YC Comprehensive Educational Plan
- Please indicate which term you are appealing to have your enrollment priority and/or fee waiver reinstated
Fall ____ (Year) Spring ____ (Year)
- Copy of transcript

Enrollment Priority and BOG Fee Waiver Appeal Reasons: (REQUIRED check one)

- Academic/Progress Probation Extenuating Circumstances: documented illness, accident or circumstance beyond the control of the student. (Examples of documentation are doctor's notes, accident report, etc.)
- I have been making significant academic improvement by completing my last semester with 2.00+ GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who submitted a completed application before the first day of classes or within the first two weeks of school but did not receive accommodations in a timely manner. (Attach verification of participation in the DSPS program).

Loss of BOG Fee Waiver: (IF APPLICABLE check one)

- I was unable to obtain essential support services. (Please provide a written statement)
- I would like to be granted special consideration as I am a student in one of these programs (check all that apply)
(Written verification from each program must be attached to your Appeal form along with specific issue):
____ CalWORKs ____ EOPS ____ DSPS ____ Veterans
- Economic Situation:** Approval is based on verified evidence of an economic situation, such as eviction, job loss and homelessness, etc. To be considered, you must provide documentation, which may include such items as an eviction notice, layoff or termination notice, unemployment statements, and statements from professionals on letterhead stationery, etc.

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal form is void should I fail to make academic progress.

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

OFFICE USE ONLY

Review Date: _____

Approve _____ Denied _____ Semester GPA _____ Cumulative GPA _____

Support Services/Follow up Recommended: _____

Dean of Student Services Signature: _____ Date: _____

Loss of Enrollment Priority and/or BOG Fee Waiver Appeal Processing Instructions

LOSS OF PRIORITY REGISTRATION:

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will impact your assigned registration date for future semesters. A second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of continuing student priority registration. This will also apply to any student over 90-unit limit (excluding non-degree applicable and ESL courses). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to meet your educational goal.

LOSS OF BOARD OF GOVERNORS FEE WAIVER (BOGW):

Please be aware a student that continues on a second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of the BOG Fee Waiver.

1. Complete the student information part of this appeal form and bring a typed narrative of your situation to the counseling department to schedule an appointment. When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need a comprehensive education plan or will be updating your current education plan. (**Foster Youth:** If you are a Foster Youth you are exempted from this process. Please contact the Admissions Office.)
2. Bring this form with you to your appointment with your typed narrative and supporting documentation.
 - If you are a **CalWORKs, DSPS, EOPS, or TRIO student** you **must** meet with the appropriate program Counselor.
3. If you are requesting an appeal for Academic/Progress probation due to Extenuating Circumstances such as verified illness, accident or circumstances beyond your control, or documented changes in your economic situation have your supporting documentation ready. (Supporting documentation are doctor's notes, accident report, etc.)
4. Submit the completed Appeal form to Student Services petition box outside room 141 with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed narrative, comprehensive education plan, and supporting documentation). Any missing information will result in your Enrollment Priority/BOGW Fee Waiver Appeal from not being accepted by Student Services.

All Appeal forms and documentation must be received by the Student Services Department by the established deadline. Planning ahead is very important!

Petitions must be received by the deadlines below

Enrollment Priority Appeal:

Summer/Fall: April 1st

Spring: October 15th

BOGFW Appeal:

Summer: July 1st

Fall: August 10th

Spring: February 1st

Note: If the above date falls on a weekend or holiday, the appeal is due the following business day.