



Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal

This form is to appeal your enrollment priority and/or loss of BOGW 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# _____

College Email: _____ Phone: () _____ - _____

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

- Please attach a typed or written narrative of your situation AND an Approved Comprehensive Educational Plan to this form signed by a Counselor.

Enrollment Priority Appeal Reasons: (check one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control 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 a 2.00+ term GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner (See attached verification of disability document from DSP&S).

Loss of BOGW Fee Waiver: (check one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. (Examples of documentation are doctor's notes, accident report, loss of job, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ term GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner. (See attached verification of disability document from DSP&S).
- 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):

CalWorks	EOPS	DSPS	Veterans
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- I have not enrolled at KCCD for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal from is void should I fail to make academic progress. **Deadline for appeal is the last business day of the current semester.**

Student Signature: _____ Date: _____

OFFICE USE ONLY

Committee Review Date: _____

Committee Recommendation: Approve _____ Denied _____ Semester GPA _____ Cumulative GPA _____

Support Services/Follow up Recommended: _____

Director of Enrollment Services Signature/Designee: _____ Date: _____

Loss of Enrollment Priority and/or BOGW 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 100-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 BOGW Fee Waiver.

1. Complete the student information part of this appeal form and a typed narrative of your situation and go to the Counseling Center in AC-126 to schedule an appointment. (If you are Foster Youth, you are exempted from this process. Please contact the Admissions and Records Office.) 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.
2. Bring this form with you to your appointment with your typed narrative and supporting documentation. If you are a CalWORKs, EOPS, DSPS, or Veteran student you **must** meet with the appropriate program Counselor. You may meet with the counselor by phone and fax in the paperwork.
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, loss of job, etc.)
4. Submit the completed Appeal form to Admissions and Records Office with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed or written narrative, comprehensive education plan, and supporting documentation). Any missing information will result in your Enrollment Priority/BOGW Fee Waiver Appeal form being rejected by the Appeals Committee.

Appeals Form

1. You may download the appeals form from our website at www.portervillecollege.edu. Click on Admissions & Records and view the A & R Documents on the lower left hand side.
2. After meeting with a Counselor, take, email or fax this form along with your supporting documentation (Appeal, narrative, comprehensive education plan, and supporting documentation) to the Admissions Office for processing. Please note that appeals may take up to 4 weeks to review. It is your responsibility to ensure that the documentation is received in the Admissions and Records Office.

**All Appeal forms and documentation must be submitted to the Admissions and
Records Office. Planning ahead is very important!**