



## Loss of Priority Registration 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 BOG Fee Waiver per regulation*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

CC Email: \_\_\_\_\_ Phone #: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

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

- A typed narrative of your situation
- A current approved Columbia College Comprehensive Student Educational Plan.

### **I have completed the following (provide date completed):**

- Orientation Date: \_\_\_\_\_
- Assessment Testing Date: \_\_\_\_\_

### **Enrollment Priority Appeal Reasons: (check at least one)**

- Academic/Progress Probation Extenuating Circumstances: verified 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 a 2.00+ GPA and completed more than 50% of my semester coursework. (Attach Probation Contract)
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner (attach verification of disability document from DSP&S).

### **Loss of BOG Fee Waiver: (check at least 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+ 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 (attach verification of disability document from DSP&S).
- There was a change to my economic situation. (Please provide a written statement).
- I am a student in one of these programs (circle all that apply). The Appeal Committee will check with each circled program for any special consideration:  
CalWORKs    EOPS    DSP&S    Veterans    TRIO    Athletics    Petitioned to Graduate
- I have not enrolled at CC for two consecutive primary semesters (fall/spring) since I became ineligible for my BOG Fee Waiver (attach unofficial CC transcript).

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: \_\_\_\_\_

**OFFICE USE ONLY**

Level (circle one): 1 2 3 4

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Semester GPA \_\_\_\_\_ Semester Completion Rate \_\_\_\_\_

Support Services/Follow-up Recommended:

Vice President of Student Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Loss of Priority Registration and/or BOG Fee Waiver Appeal Process 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 primary 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 (BOG):

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

1. Complete the student information part of this appeal form and attach a typed narrative of your situation and an updated Educational Plan. If you do not have an Educational Plan on file, or it needs to be updated, make an appointment to see a counselor. (If you are Foster Youth you are exempted from this process. Please contact Admissions & Records.)
2. 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, attach your supporting documentation. (Supporting documentation includes doctor's notes, accident report, loss of job, etc.)
3. Submit the completed Appeal form to Admissions & Records Office with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed narrative, Educational Plan, and supporting documentation). Any missing information will result in your Enrollment Priority/BOG Fee Waiver Appeal form being rejected by the Appeal Committee.

All Appeal forms and documentation must be received by Admissions & Records before the established due date. Planning ahead is very important!

**Due Dates:**

**Loss of Priority Registration Appeal:** Due Monday before the Priority Registration date.

**Loss of BOG Fee Waiver Appeal:** Due by first Friday of the Semester.