



Los Angeles Community College District  
Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal

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

LACCD Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**ALL APPEALS MUST INCLUDE THE FOLLOWING, along with the required documents, below:**

- A typed explanation of your situation **AND** an approved, current LACCD Comprehensive Educational Plan (2+ semesters)

**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 am making significant academic improvement by completing my last semester with a 2.00+ GPA, and have 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).*
- I am a Foster Youth or Former Foster Youth who qualifies for an exemption from both loss of Enrollment Priority and loss of BOG waiver *(Written verification from Foster Youth Program must be attached).*

**Loss of BOGW Fee Waiver Appeal Reasons (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+ GPA, and have completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied for but did not receive an accommodation in a timely manner. *(Attach verification document from DSP&S)*
- I was unable to obtain essential support services. *(Attach a written statement detailing the circumstances)*
- I am requesting special consideration as a student in one of these programs: *(Attach written verification of program participation)*
  - CalWorks
  - DSP&S
  - EOPS
  - Veterans
- I have not enrolled at LACCD for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver. *(Attach unofficial transcript)*

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>Committee Review Date:</b> _____
Committee Recommendation: Approved _____ Denied _____ Semester GPA _____ Cumulative GPA _____	
Support Services/Follow up Recommended: _____	
Authorized College Official Signature: _____	Date: _____



## ***Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal (cont'd.)***

### **EXPLANATION: LOSS OF PRIORITY REGISTRATION and LOSS OF BOARD OF GOVERNORS (BOG) FEE WAIVER**

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will affect 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 and high-unit majors over 60 units). Loss of registration priority means you will register **after** all continuing and new students, possibly losing your opportunity for the courses you need to complete your educational goal.

Students who continue on a second consecutive term (fall/spring semesters) on academic or progress probation will also lose their BOG Fee Waiver.

### **Instructions**

1. Completely fill out the information on the front of this form.
2. Attach all required documentation. **At minimum you must include** a copy of your Comprehensive Educational Plan, a narrative explaining the basis of your appeal, and required documentation for your specific situation.
3. Forward your application and supporting documents to your college's Admissions and Records office. Retain a copy for your files.
4. Appeals may be submitted electronically
5. Any missing information will result in your Enrollment Priority/BOG Fee Waiver Appeal form being rejected by the Appeals Committee.

### **Student Check List**

Before submitting this form, review the following:

- I have completed the reverse side of this form
- I have attached all requested documentation
- I must bring this completed form and support documentation to my counseling appointment
- I understand that any missing information will result in my appeal being delayed or disapproved
- I understand that processing time may take up to 10-15 working days

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**Appeals forms and required documentation must be received by your college's Counseling office by the college's established deadline. For more information, please contact your college Counseling office.**