



# Loss of Priority Registration / BOG Fee Waiver Appeal Form

Date Stamp & Operator initials

- ◆ Students may appeal their registration appointment only if they have lost their priority based on probation/ dismissal or are over 100 degree applicable units.
- ◆ Students may appeal their loss of BOG only if they have lost their BOG based on probation/dismissal.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ID# \_\_\_\_\_  
 E-mail \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_

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

- A written statement of your situation AND an educational plan signed by a counselor dated within the last six (6) months.

**Enrollment Priority Registration Appointment Appeal Reasons (Check One):**

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control the student. (Examples of documentation are a doctor’s note, accident report, student’s economic situation, etc.).
- Academic/Progress Probation Significant Improvement: 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 for but did not receive an accommodation in a timely manner (See attached verification of disability document from DSPS/atMission or DESP at West Valley.)
- Over 100 degree applicable units in WVMCCD: Documented academic extenuating circumstances, change of major, dual major, program of study that requires completion of 100 or more units, re-training, second degree, or did not receive accommodations in a timely manner.

**Loss of BOG Fee Waiver (Check One):**

- Academic/Progress Probation Extenuating Circumstances: I have a documented accident, illness or circumstances beyond the control of the student, or other circumstances that might include documented changes in the student’s economic situation.
- Academic/Progress Probation Significant Improvement: I have demonstrated significant academic AND progress improvement (2.0 in the last term AND 50% completion of semester coursework).
- I have a verified disability and I applied before the deadline, but did not receive an accommodation in a timely manner unable to obtain essential support services. (See attached verification of disability document from DSPS or DESP.)
- 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/CARE      \_\_\_\_\_ DSPS/DESP      \_\_\_\_\_ Veterans
- I have not enrolled at WVMD for two consecutive semesters (fall/spring) since I became ineligible for my BOG Fee waiver.

I understand that by submitting this form I am **NOT** guaranteed an earlier registration date or reinstatement of BOG, and that **all appeals are final. 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.**

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

**Official Use Only—Do not Write in this Box**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Comments: \_\_\_\_\_

A&R Signature: \_\_\_\_\_ FA Signature: \_\_\_\_\_

Original Reg. Date/Time: \_\_\_\_\_ Approved Reg. Date/Time: \_\_\_\_\_ A&R Processed: \_\_\_\_\_ FA Processed: \_\_\_\_\_

**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 (summer/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 with over 100- degree applicable unit limit within the West Valley Mission Community College District (West Valley and Mission Colleges). This means you would register after all continuing students possibly losing your opportunity for the courses you need to meet your educational goal.

To appeal:

1. Complete the appeal form and provide a written description of your situation.
2. Make an appointment with a counselor to update your educational plan. When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need a new student education plan or will be updating your current education plan.
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, submit supporting documentation.
4. Submit the completed Appeal form to **Admissions & Records** with all of the supporting documentation that is indicated on the form based on your appeal reason (appeal form, written description, comprehensive education plan, and supporting documentation).
5. For probation/dismissal, if your registration appointment appeal is approved, your BOG reinstatement will be approved. If your registration appointment appeal is denied, Financial Aid will consider your BOG reinstatement appeal separately.
6. Any missing information will result in your Registration Appointment/BOG Fee Waiver Appeal being rejected.

**Priority Registration Appeals Form for Winter/Spring 2017 registration will be accepted between, October 1 – 31. You will receive a response to your email within 7-10 business days.**

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**Loss of Board of Governors Fee Waiver (BOGW):**

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. In an effort to help students succeed in the California community colleges, the Student Success Act of 2012 (California Senate Bill 1456) was signed into law by Governor Brown. Among other aspects, the Act included the creation of minimum academic and progress standards that must be met for continued eligibility for the Board of Governors Fee Waiver Program (BOG). These are different and separate standards from those for student federal aid, Cal Grant, and enrollment priority.

To appeal:

1. Complete the appeal form and provide a written description of your situation.
2. Make an appointment with a counselor to update your educational plan. When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need a new student education plan or will be updating your current education plan.
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, submit supporting documentation.
4. If you are a CalWORKs, EOPS, DEPS, or Veteran student you must meet with the appropriate program Counselor or coordinator.
5. Submit the completed Appeal form to **Admissions & Records** with all of the supporting documentation that is indicated on the form based on your appeal reason (appeal form, written description, comprehensive education plan, and supporting documentation).
6. For probation/dismissal, if your registration appointment appeal is approved, your BOG reinstatement will be approved. If your registration appointment appeal is denied, Financial Aid will consider your BOG reinstatement appeal separately.
7. Any missing information will result in your Registration Appointment/BOG Fee Waiver Appeal being rejected.

**BOG Appeals must can be submitted throughout the year. You will receive a response to your email within 10-15 business days.**