



Appeal for Loss of Enrollment Priority and/or BOGW Fee Waiver

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

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

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

Email: _____ Phone: (____) _____ - _____

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

A typed and signed statement of your situation AND a Student Education Plan (SEP) signed by a counselor.

Enrollment Priority Appeal Reasons: (check all that apply)

- 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+ 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 DSPS).
- Over 100 degree applicable units at Ohlone: Enrolled in a program of study that requires completion of 100 or more units.

Loss of BOGW Fee Waiver: (check all that apply)

- 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 DSPS).
- I was unable to obtain essential support services.
- I would like to be granted special consideration as I am a student in one of these programs (check all that apply):
 - CalWorks
 - EOPS
 - DSPS
 - Veterans
- I have met with a counselor in the special program(s) related to my appeal (written verification from each program must be attached to your appeal form).
- I have not enrolled at Ohlone 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 this appeal form is void should I fail to make academic progress.

Student Signature: _____ Date: _____

OFFICE USE ONLY		Committee Review Date: _____
Committee Recommendation: Approve _____ Denied _____	Semester GPA _____	Cumulative GPA _____
Support Services/Follow-up Recommended: _____		
Signature Dean of Enrollment Services: _____	Date: _____	

Appeal for Loss of Enrollment Priority and/or BOGW Fee Waiver 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 section of this appeal form and a typed narrative of your situation. Contact the Counseling Department to schedule an appointment. (If you are a current or former Foster Youth, you are exempted from this process. Please contact the Admissions 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. If you are a CalWorks, EOPS, DSPS, or Veteran student you **must** meet with the appropriate program Counselor. Bring this form with you to your appointment with your written statement and supporting documentation.
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 & Records with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, written statement, comprehensive education plan, and supporting documentation). Any missing information will result in your Enrollment Priority/BOGW Fee Waiver Appeal form being rejected.

FOR DISTANCE EDUCATION (100% ONLINE STUDENTS ONLY):

1. If you are a Distance Ed (online) student (100% online courses), you can download the appeals form from our website at www.ohlone.edu/org/admissions/docindex.html.
2. You will need to complete the appeal form and provide your written (typed) statement and any supporting documentation that would support your appeal and either fax it to the Counseling Department at 510-659-7344 or scan and email the form to your counselor. You will need a phone appointment to complete the appeal and complete a comprehensive education plan or to update your current education plan. You may call 510-659-6110 for an appointment or on the web at www.ohlone.edu/org/counseling/onlinecounseling.html. Make sure the scheduler knows you are doing an appeal and a comprehensive student education plan.
3. After meeting with a counselor, take this form along with your supporting documentation (Appeal, written statement, comprehensive education plan, and supporting documentation) to the Admissions & Records Department for processing. Please note that processing requests may take up five (5) working days. It is your responsibility to ensure that the documentation is received in Admissions & Records and filed by the established due date.

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