



# Appeal for Loss of Enrollment Priority and/or California College Promise Grant - CCPG

Formerly known as the BOG Fee Waiver

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

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

Term applying for:  Spring  Summer  Fall Year: \_\_\_\_\_

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 is required.**

### Enrollment Priority Appeal Reasons: (check all that apply)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control of the student. (Examples of documentation are doctor's note, 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 (attached verification of disability document from SAS).
- Over 100 degree applicable units at Ohlone: Enrolled in a program of study that requires completion of 100 or more units.

### Loss of CCPG 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 SAS).
- 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  SAS  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 CCPG 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 CCPG 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 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 CALIFORNIA COLLEGE PROMISE GRANT (CCPG):**

Please be aware a student that continues on a second consecutive term (fall/spring semesters) on academic progress probation will result in the loss of the CCPG (formerly 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, SAS, 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/CCPG 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 [Appeal for Loss of Enrollment Priority and/or BOGW Fee Waiver](#).
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 you can 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 [counseling appointments](#). Make sure the scheduler knows you are doing an appeal and the 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 to 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!**