



Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal

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

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

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 narrative of your situation AND an Approved Taft College Comprehensive Educational Plan

Enrollment Priority Appeal Reasons: (check one)

- Academic/Progress probation extenuating circumstances or 100+ Unit extenuating circumstance: 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 for but did not receive an accommodation in a timely manner (See attached verification of disability document from DSP&S).

Loss of BOGW Fee Waiver: (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 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 DSP&S).
- I was unable to obtain essential support services. (Please provide a written statement)
- 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 DSPS Veterans
- I have not enrolled at Taft College 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 that this appeal from 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: _____

Director, Admissions and Records Signature: _____ Date: _____

Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal 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. In order to appeal the loss of registration priority, the student must complete the following:

1. Fill out the Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal.
2. Write a statement explaining the reasons for your academic/progress performance.
3. Collect documents supporting the reason for your academic/progress performance. If you are requesting an appeal due to extenuating circumstances beyond your control, documentation from a doctor, police report, etc. must be attached to verify the circumstance.
4. Schedule an appointment to meet with a counselor to create a COMPREHENSIVE Student Educational Plan (SEP). When making an appointment, let the scheduler know you are requesting a Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal. Bring this form, your typed statement and supporting documentation with you to your appointment. **If you are a CalWorks, EOPS, DSPS, or TRIO student, you will get your SEP from the counselor in those programs. Foster Youth are exempt from this process.**
5. Submit your appeal along with your documentation and completed education plan to the Admissions Office who will submit to the Admissions and Attendance Committee. Any missing information will result in your appeal being denied.

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. In order to appeal the loss of BOGW, the student must complete the following:

1. Fill out the Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal.
2. Write a statement explaining the reasons for your academic/progress performance.
3. Collect documents supporting the reason for your academic/progress performance. If you are requesting an appeal due to extenuating circumstances beyond your control, documentation from a doctor, police report, loss of job letter, etc. must be attached to verify the circumstance.
4. Schedule an appointment to meet with a counselor to create a COMPREHENSIVE Student Educational Plan (SEP). When making an appointment, let the scheduler know you are requesting a Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal. Bring this form, your typed statement and supporting documentation with you to your appointment. **If you are a CalWorks, EOPS, DSPS, or TRIO student, you will get your SEP from the counselor in those programs. Foster Youth are exempt from this process.**
5. Submit your appeal along with your documentation and completed education plan to the Admissions Office who will submit to the Admissions and Attendance Committee. Any missing information will result in your appeal being denied.

The Admissions and Attendance Committee meets the 3rd Thursday of the month (not including summer). All appeals and documentation need to be turned into the Admissions Department no later than the 2nd Thursday of the month. Planning ahead is very important!