



# LOSS of ENROLLMENT PRIORITY and/or BOARD OF GOVERNORS FEE WAIVER (BOGFW) PETITION

**INSTRUCTIONS:** Complete and submit this petition with attached documentation to Admissions or any Higher Education Center. The approval for Enrollment Priorities will automatically apply for BOGFW Fee reinstatement, *if applicable see eligibility below.*

Name (Last)

(First)

Student ID Number

Email Address

Telephone Number

Semester

**SELECT ONE REASON BELOW AND ATTACH THE REQUESTED DOCUMENTS, SEE BACK FOR ADDITIONAL REQUIREMENTS**

## LOSS OF ENROLLMENT PRIORITY & BOGFW ELIGIBILITY

### ☐ **EXTENUATING CIRCUMSTANCES**

Extenuating circumstances are verified cases of accidents, illnesses, financial difficulties or other circumstances beyond the control of the student. *Examples of required documentation include: Medical records, police reports, court documents, loss of financial income, etc.*

### ☐ **STUDENTS WITH DISABILITIES**

Students who had applied for academic accommodations and did not receive reasonable accommodations in a timely manner, or who are authorized for priority enrollment as a DSS authorized academic accommodation and are making progress towards their academic goal. *Required documentation include: Authorized Academic Accommodation Form*

### ☐ **STUDENTS WHO HAVE DEMONSTRATED SIGNIFICANT ACADEMIC IMPROVEMENT**

Students who are defined as achieving no less than the minimum grade point average and progress standards, and have improved in recent semesters.

## ADDITIONAL APPEAL ELIGIBILITY FOR LOSS OF ENROLLMENT PRIORITY ONLY

### ☐ **STUDENTS WHO ARE ENROLLED IN HIGH UNIT MAJORS OR IN THE CATEGORIES LISTED BELOW**

Students who became ineligible due to accumulated units from Advanced Placement, 2+2, or Credit by Examination.

### ☐ **HONOR STUDENTS**

Honors Students who have no other available opportunity for honor addendums, based on their academic goal. *Required documentation include: Honors addendum contracts for the completion of at least 15 semester units and Student Education Plan.*

### ☐ **FINAL SEMESTER BEFORE DEGREE CERTIFICATE AND/OR TRANSFER COMPLETION**

Student is within his/her final semester of degree, certificate and/or transfer completion. *Required documentation include: SEP confirming final semester and a list of classes to enroll for the following semester.*

## ADDITIONAL APPEAL ELIGIBILITY FOR BOGFW ONLY

### ☐ **STUDENTS WHO DID NOT RECEIVE ESSENTIAL SUPPORT SERVICES**

Students who were unable to obtain and complete essential student support services such as orientation, assessment and counseling within the required deadline. *Required documentation include: Typed statement explaining which specific support services you were referred to and why you were unable to obtain it and any supporting documentation.*

### ☐ **STUDENTS WHO HAVE NOT ENROLLED AT SOUTHWESTERN COLLEGE FOR TWO CONSECUTIVE SEMESTERS**

Students who have not enrolled at Southwestern College for two consecutive semesters (fall/spring) since they became ineligible for the BOGFW fee waiver.

**IF APPLICABLE, PARTICIPATING IN THE FOLLOWING PROGRAM:**

☐ CALWORKS ☐ DSS ☐ EOPS ☐ VETERANS ☐ OTHER \_\_\_\_\_

*By signing below, I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal will be void should I fail to make academic progress.*

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

Date: \_\_\_\_\_

# LOSS OF ENROLLMENT PRIORITY and/or BOGFW PETITION PROCESSING INSTRUCTIONS/REQUIREMENTS

## Student Check List:

- ☐ I have read, completed, and signed the reverse side of the petition
- ☐ I have attached a typed narrative of your situation regarding your loss of enrollment priorities or BOGFW
- ☐ I have attached a Current or updated Student Educational Plan (SEP)
- ☐ I have attached all requested documentation
- ☐ I have scheduled and attended a counseling appointment
- ☐ I have brought this completed form and supporting documentation to my counseling appointment, if I am participating in a special program I have met with the assigned program counselor (CalWorks, DSS, EOPS, and Veterans)
- ☐ I understand that any **missing information will result in the Loss of Enrollment Priority/BOGFW Fee Petition being delayed or denied**

## Loss of Priority Registration and Loss of Board of Governors Fee Waiver (BOGFW):

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 process probation will result in the loss of continuing student priority registration. This will also apply to any student over the 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 for your educational goal.

## Important Note:

Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and/or BOGFW per regulation.

## FOR OFFICE USE ONLY

Petition and Documentation received by Staff person: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ APPROVED ☐ DENIED ☐ NO ACTION Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PETITION PROCESSED FOR:** ☐ ENROLLEMENT PRIORITY ☐ LOSS OF BOGFW FEE

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

Results scanned/mailed to student: \_\_\_\_\_ Date: \_\_\_\_\_

**REGISTRATION DATE CHANGED TO:** \_\_\_\_\_ ☐ FALL ☐ SPRING ☐ SUMMER YEAR: \_\_\_\_\_