



## 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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Hartnell Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

- ☐ I am a Foster Youth or Former Foster Youth who should qualify for an exemption from both Enrollment Priority & Loss of BOGW (Written verification from HC Foster Youth Program must be attached.) No other documentation is required. You may submit this form with the appropriate documentation.

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

- ☐ A typed narrative of your situation AND an Approved Hartnell Comprehensive Educational Plan (2+ semesters)

### Enrollment Priority Appeal Reasons: (check one)

- ☐ Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control of 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. (See attached unofficial transcript)
- ☐ I am a student with a verified disability who applied before the deadline, but did not receive my requested accommodation. (See attached program verification document form 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. (See attached unofficial transcript)
- ☐ I am a student with a verified disability who applied before the deadline, but did not receive my requested accommodation. (See attached program verification document form 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 program verification documentation from the program you are part of must be attached to your appeal form):  
\_\_\_\_ CalWORKs \_\_\_\_ DSPS \_\_\_\_ EOPS \_\_\_\_ Veterans
- ☐ I have not enrolled at Hartnell for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver (See attached unofficial HC transcript).

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal form is void should I continue to 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: \_\_\_\_\_

Vice President Student Affairs 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 and high-unit majors that are over 60 units). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to complete 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 part of this appeal form and a typed narrative of your situation to the counseling department to schedule an appointment. (If you are 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. Please note: a comprehensive educational plan is a 2 plus semester plan that leads the student to completion of their designated educational goal.
2. Bring this form with you to your appointment with your typed narrative and supporting documentation. If you are a CalWORKs, EOPS, DSPS, Foster Youth, or Veteran student you **must** meet with the appropriate program Counselor or Program Director and provide written verification of enrollment in that program utilizing the Program Verification Document for Loss of BOGW & Priority.
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, typed narrative, comprehensive education plan, and supporting documentation). Any missing information will result in your Enrollment Priority/BOGW Fee Waiver Appeal form being rejected by the Appeals Committee.

## **FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):**

1. If you are a Distance Ed (online) student (100% online courses), you may request an appeals form by phone at (831) 755-6711. An A&R staff member will scan and email you or fax you an appeals form. You may also download the appeals form from our website at [www.hartnell.edu](http://www.hartnell.edu). Click on Admissions & Records forms or Financial Aid forms.
2. You will need to complete the appeal form and provide your typed narrative and any supporting documentation that would support your appeal and either fax it to the Counseling Department at 831-770-6138 or scan and email the form to [counseling@hartnell.edu](mailto:counseling@hartnell.edu). 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 831 755-6820 for an appointment or on the web at [www.hartnell.edu/online-counseling-appointments](http://www.hartnell.edu/online-counseling-appointments). Make sure the scheduler knows you are doing an appeal and a comprehensive education plan.
3. After meeting with a counselor, take this form along with your supporting documentation (Appeal, typed narrative, comprehensive education plan, and supporting documentation) to the Admissions & Records/Financial Aid Department for processing.

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