



Barstow Community College
Loss of BOG Fee Waiver and/or Priority Registration Appeal

This form is to appeal your enrollment priority and/or loss of BOG Fee Waiver. It must be accompanied by a type statement explaining your circumstances and why they prevented your from being successfully for every semester that you earned less than a 2.0 or withdrew from more than half of your classes and a comprehensive education plan not more than one semester old. If you are applying more than one week after your class(es) have begun, you also must submit a Financial Aid Progress and Attendance Report found online at http://www.barstow.edu/fin_aid_forms.html.

Student's Personal Information	
B Number	Name
Email Address	Phone Number

I am a Foster Youth or Former Foster Youth who should qualify for an exemption from both Priority Registration & Loss of BOGW (Written verification from Foster Youth Program must be included below.) No other documentation is required.

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 documentation from ACCESS)
- 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 ACCESS EOPS Veterans
- I have not enrolled at Barstow Community College for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver (See attached unofficial BCC transcript).

Priority Registration 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 2.0+ GPA and completion of more than 50% of my semester units attempted. (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 documentation from ACCESS)
- I have earned a degree and/or have completed 100 units but still need priority to complete my program of study.

I declare under penalty of perjury that all information on this form is true and correct. I understand that if my appeal is approved and I continue to fail to make academic progress, my appeal will be revoked. If I do not follow the Academic Exceptions Committee's follow up requirements, my appeal can be revoked.

Student Signature: _____ Date: _____

OFFICE USE ONLY	Committee Review Date: _____
Committee Recommendation: Approve _____ Denied _____ Support Services/Follow Up Requirements: _____	

Loss of Priority Registration 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 lose your opportunity for the courses you need to complete your educational goal.

LOSS OF BOARD OF GOVERNORS FEE WAIVER (BOGW):

Please be aware that students who continue on a second consecutive term (fall/spring semesters) of 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 bring a typed narrative of your situation to the Counseling Department. (If you are Foster Youth you are exempted from this process. Please meet with the Foster Youth Liaison and bring the form directly to Admissions and Records.) You will need a comprehensive education plan or an update to your current comprehensive education plan.
2. If you are a CalWorks, EOPS, ACCESS, Foster Youth, or Veteran student you **must** meet with the appropriate program staff 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 Priority Registration/BOGW Fee Waiver Appeal form being rejected by the Academic Exceptions Committee.

FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):

1. After meeting with a counselor, scan and email this form along with your supporting documentation (Appeal, typed narrative, comprehensive education plan, and supporting documentation) to admissions@barstow.edu for processing.

Appeal Deadlines

Term	Priority Registration	BOG
Fall	2 nd Thursday in June	Last Thursday in November
Spring	2 nd Thursday in October	Last Thursday in April
Summer	2 nd Thursday in April	Last Thursday in June