



**Los Angeles Community College District
Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal**

Last Name: _____ First Name: _____ Student ID# _____

LACCD Email: _____ Phone: (_____) _____

ALL APPEALS MUST INCLUDE THE FOLLOWING, along with the required documents, below:

- A typed explanation of your situation AND an approved, current LACCD Comprehensive Educational Plan (2+ semesters)**

Enrollment Priority Appeal Reasons (check one)

- Academic/Progress Probation - Extenuating Circumstances: verified illness, accident or circumstance beyond the control the student. *(Examples of documentation are doctor's notes, accident report, etc.)*
- I am making significant academic improvement by completing my last semester with a 2.00+ GPA, and have 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 DSP&S).*
- I am a Foster Youth or Former Foster Youth who qualifies for an exemption from both loss of Enrollment Priority and loss of BOG waiver *(Written verification from Foster Youth Program must be attached).*

Loss of BOGW Fee Waiver Appeal Reasons (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 have completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied for but did not receive an accommodation in a timely manner. *(Attach verification document from DSP&S)*
- I was unable to obtain essential support services. *(Attach a written statement detailing the circumstances)*
- I am requesting special consideration as a student in one of these programs: *(Attach written verification of program participation)* CalWorks DSP&S EOPS Veterans
- I have not enrolled at LACCD for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver. *(Attach unofficial transcript)*

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal is void should I fail to make academic progress.

Student Signature: _____ Date: _____

OFFICE USE ONLY	Committee Review Date: _____
Committee Recommendation: Approved _____ Denied _____ Semester GPA _____ Cumulative GPA _____	
Support Services/Follow up Recommended: _____	
Authorized College Official Signature: _____	Date: _____



Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal (cont'd.)

EXPLANATION: LOSS OF PRIORITY REGISTRATION and LOSS OF BOARD OF GOVERNORS (BOG) FEE WAIVER

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will affect 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 over 60 units). Loss of registration priority means you will register **after** all continuing and new students, possibly losing your opportunity for the courses you need to complete your educational goal.

Students who continue on a second consecutive term (fall/spring semesters) on academic or progress probation will also lose their BOG Fee Waiver.

Instructions

1. Completely fill out the information on the front of this form.
2. Attach all required documentation. **At minimum you must include** a copy of your Comprehensive Educational Plan, a narrative explaining the basis of your appeal, and required documentation for your specific situation.
3. Forward your application and supporting documents to your college's Admissions and Records office. Retain a copy for your files.
4. Appeals may be submitted electronically
5. Any missing information will result in your Enrollment Priority/BOG Fee Waiver Appeal form being rejected by the Appeals Committee.

Student Check List

Before submitting this form, review the following:

- I have completed the reverse side of this form
- I have attached all requested documentation
- I must bring this completed form and support documentation to my counseling appointment
- I understand that any missing information will result in my appeal being delayed or disapproved
- I understand that processing time may take up to 10-15 working days

Appeals forms and required documentation must be received by your college's Admissions and Records office by the college's established deadline. For more information, please contact your college Admissions and Records office.

The following colleges accept electronic submission:

Los Angeles City College: admissions@lacitycollege.edu

Los Angeles Trade Technical College: appeals@lattc.edu

Los Angeles Valley College: petitionscommittee@lavc.edu

West Los Angeles College: appeals@wlaac.edu