



# Loss of Enrollment Priority and/or BOG Fee Waiver Appeal

This form is to appeal your enrollment priority and/or loss of BOG Fee Waiver

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

Please use dark ink.

**Please check one box:**

I am requesting:  Priority Registration  Reinstatement of the BOG fee waiver  Both Priority Registration and BOG

**Student's Full Name:** \_\_\_\_\_  
Last Name First Name MI

**AHC Student ID Number:** H \_\_\_\_\_ **Phone:** \_\_\_\_\_

**AHC Email Address:** \_\_\_\_\_@my.hancockcollege.edu **Semester for Appeal** \_\_\_\_\_

**Reason for Appeal (check one):**

**Extenuating Circumstance:** Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the student's control. Provide supporting documents such as doctor's notes, accident report, etc. *You must attach a typed explanation of how your situation affected your ability to meet academic standards.*

Extenuating circumstances may also include special consideration for students who are currently in one of these programs (check all that apply and take this form to your respective program for review.)  CalWORKS  EOPS  LAP  Veterans

**Significant Academic Improvement:** I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completing more than 50% of my semester coursework.

Most recent completed semester: \_\_\_\_\_ GPA: \_\_\_\_\_ Unit completion (percentage): \_\_\_\_\_

**Verified Disability:** Contact Learning Assistance Program (LAP) for an appointment with a counselor or specialist to review your request for an appeal for priority registration or loss of BOG. You must attach a letter of verification signed by that AHC LAP faculty member

**Enrollment in courses required for a high unit major or program:** High unit majors and programs include, but are not limited to, Science, Technology, Engineering, and Mathematics fields. You **must** attach a Comprehensive Educational Plan detailing one of these high unit programs.

**Support Services:** I was unable to obtain essential support services such as orientation, assessment and counseling. You must provide a typed-written statement explaining which specific support service you were referred to and why you were unable to obtain it.

**Not enrolled at Allan Hancock College:** I have not enrolled at Allan Hancock College for two consecutive semesters, excluding summer, since I became ineligible for my BOG Fee waiver.

LAST PRIMARY SEMESTER ATTENDED: \_\_\_\_\_

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 fail to make academic progress.

Student Signature (mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

The student must complete the check list on the reverse side of this form.



# Loss of Enrollment Priority and/or BOG Fee Waiver Appeal Processing Instructions

The student submits appeals for loss of Priority Registration and/or BOG Fee Waiver to the Counseling Department or the program in which the student participates (EOPS, CalWORKs, LAP, CAN, MESA, et cetera).

### Student Check List:

- I have completed the reverse side of this form.
- I have attached all requested documentation.
- I have scheduled a counseling appointment.
- I must bring this completed form and support documentation to my counseling appointment.
- I understand that any missing information will result in the Enrollment Priority/BOG Fee Waiver Appeal being delayed or not approved.
- I understand that processing time may take up to 1-2 working days.

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

\_\_\_\_\_  
Date

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

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 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 your educational goal.

### Counselor Use Only:

Counselor Recommendation:     Approved     Denied    Semester GPA: \_\_\_\_\_    Cumulative GPA: \_\_\_\_\_

Support Services/Follow up Recommended: \_\_\_\_\_

Counselor Signature (*mandatory*): \_\_\_\_\_    Date: \_\_\_\_\_

### Admissions Use Only:

Priority Registration Updated to Group: \_\_\_\_\_    Initials: \_\_\_\_\_    Date: \_\_\_\_\_

### Financial Aid Use Only:

BOG Reinstated:        Initials: \_\_\_\_\_    Date: \_\_\_\_\_