



LOSS OF PRIORITY REGISTRATION / BOG FEE WAIVER APPEAL PETITION

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOG Fee Waiver.

Circle each student characteristic that applies to you:
 Athletics, CalWORKS, DSPS, EOPS, Foster Youth, TRIO, Veteran

 Last Name First Name

 Student ID Number

 Zonemail Email Address

 Phone Number

I am appealing the loss of my **priority registration status** for the following reason:

- Due to extenuating circumstances beyond my control (e.g., verified accident or illness), my academic performance suffered. *Attach documentation verifying the situation.*

- I provided all the necessary documentation to Disabled Students Programs and Services (DSPS) to verify my disability and educational/functional limitations, but did not receive timely, reasonable accommodation. *Attach documentation verifying the situation.*

- I have demonstrated significant academic and/or progress improvement. Significant improvement is defined as achieving at least a 2.0 GPA and 50% completion rate in the last term.

- I have earned over 100 units, **and:**
 - I am enrolled in a high unit major/program
 - This is my final semester before graduating from CLPCCD*Attach a copy of your current student education plan verifying the situation.*

I am appealing the loss of my **BOG Fee Waiver** for the following reason:

- Due to extenuating circumstances beyond my control (e.g., verified accident or illness), my academic performance suffered. *Attach documentation verifying the situation.*

- Due to changes in my economic situation, my academic performance suffered. *Attach a typed written statement explaining the situation and the steps you plan to take to improve your academic performance.*

- I was unable to obtain essential student support services. *Attach a typed written statement explaining the situation and the steps you plan to take to improve your academic performance.*

- I would like to be granted special consideration as I am a student in at least one of the following programs: CalWORKs, DSPS, EOPS, and/or Veterans. *Attach documentation verifying the situation.*

- I provided all the necessary documentation to Disabled Students Programs and Services (DSPS) to verify my disability and educational/functional limitations, but did not receive timely, reasonable accommodation. *Attach documentation verifying the situation.*

- I have demonstrated significant academic and/or progress improvement. Significant improvement is defined as achieving at least a 2.0 GPA and over 50% completion rate in the last term.

- I am returning to CLPCCD after sitting out at least two consecutive primary terms.

IMPORTANT: Counselor & student must sign.

For all appeal reasons, excluding "earning over 100 units," the Counselor must indicate the maximum number of units and recommended courses to be completed by the student for the appeal term.

Recommended Courses: _____ **Maximum # of units:** _____ **Term:** _____

Counselor Signature

 Date

 Effective term & year

I understand that this petition is subject to approval and, if approved, my priority registration status and/or BOG Fee Waiver eligibility will be restored for one semester only.

Student Signature

 Date

OFFICE USE ONLY:

- Approved Denied Attribute Applied Student Notified: _____
 Attribute/Code: _____

 SSSP Counselor Signature

 Admissions and Records Staff Signature

 Date

 Date



LOSS OF PRIORITY REGISTRATION / BOG FEE WAIVER APPEAL INSTRUCTIONS

Per Title 5, sections 58108 and 58621, students may appeal their loss of priority registration status and/or BOG Fee Waiver due to extenuating circumstances; due to being placed on academic or progress probation or any combination thereof for two consecutive primary semesters; or where a student with a disability applied for, but did not receive timely, reasonable accommodation. Students may also appeal their loss of priority registration status due to earning 100 or more degree-applicable semester units in Chabot-Las Positas Community College District (CLPCCD). A student who successfully appeals their loss of priority registration status shall also have their BOG Fee Waiver eligibility restored.

INSTRUCTIONS FOR STUDENT

- STEP 1:** Schedule a one-hour Counseling appointment (www.chabotcollege.edu/counseling/appointments.asp).
- STEP 2:** Review the Loss of Priority Registration / BOG Fee Waiver Appeal petition with the Counselor.
- STEP 3:** Indicate the reason for your appeal.
- STEP 4:** Complete the maximum number of units and suggested courses for the appeal term section with your Counselor. Note: Your Counselor's signature is required for this section.
- STEP 5:** Obtain required documentation for your appeal reason. Certain reasons require evidence to verify the extenuating circumstance and others require a typed written statement explaining your situation and the steps you plan to take to improve your academic performance. (The required documentation for each reason is listed on the reverse side.)
- STEP 6:** Submit the completed petition with your supporting documentation to the Counseling Division (2nd Floor, Building 700). **Note: Students in Special Programs (e.g., DSPS, EOPS, etc) should submit the petition and supporting documentation to their Special Programs Counselor.**
- STEP 7:** Wait 7-10 business days for processing and notification.

INSTRUCTIONS FOR COUNSELOR

- STEP 1:** Review the Loss of Priority Registration / BOG Fee Waiver Appeal petition with the student.
- STEP 2:** Assist the student in identifying a reason for their appeal.
- STEP 3:** Explain appropriate documentation and/or directions for typed written statement. For loss of priority registration due to "earning over 100 units," create an updated SEPC.
- STEP 4:** For all appeal reasons, excluding "earning over 100 units," indicate the maximum number of units and recommended courses to be completed by the student for the appeal term.
- STEP 5:** Sign and date.
- STEP 6:** Inform the student to submit the appeal petition with supporting documentation to the appropriate location (General Counseling or Special Programs).
- STEP 7:** Confirm that SARS reason codes accurately reflect the appointment.
- STEP 8:** Make counseling notes in SARS.