



**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**

*Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOGW fee waiver per regulations (SB1456)*

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

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

**Documents that must be included with your appeal:**

A typed narrative of your situation AND an approved DegreeWorks Comprehensive Educational Plan

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

- Extenuating Circumstances** – Provide evidence of extenuating circumstances such as verified case of accident, illness, or other circumstances beyond your control. Attached a **typed** student statement and documentation (e.g. physician’s note, police report, military orders, etc.).
- Excessive Units (Beyond 150 units)** – Students must have a Comprehensive Education Plan in DegreeWorks developed with a counselor detailing remaining required coursework to complete your goal.
- Academic and/or progress improvement** – Students who lose their priority enrollment due to academic or progress probation must **demonstrate** significant academic improvement to appeal the loss of priority registration status. Evidence of such improvement is defined as achieving the minimum GPA (2.00) a progress standard (less than 50%) for the quarter. Attach a **typed** statement and a printout of your transcript with your GPA.
- Enrollment Below Full-Time** - Students enrolled in less than full time(12 units). Student must meet all other enrollment priority requirements (e.g. placement, orientation, and completed education plan). Attach a **typed** statement explaining why you need to change your registration date for this quarter only and your education plan with the counselor’s signature.
- Disability Accommodation** – Please check one of the boxes below and attach a written statement explaining how priority registration is a necessary accommodation related to disability limitations and/or an explanation of circumstances leading to loss of priority registration. Include an educational goal and courses needed to complete goal in the statement. You will need **signed approval** from Disability Support Programs and Services Dean required below.
  - Priority registration as an accommodation.
  - Loss of “good standing” due to accommodations not being received from DSPS in a timely manner. Attach documentation.

**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.
- I am a student with a verified disability who applied before the deadline for but did not receive an accommodation in a timely manner. (See attached verification of disability document 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 verification from each program must be attached to your Appeal form):  
 CalWorks     EOPS     DSPS     Veterans
- I have not enrolled at De Anza (or Foothill) for two consecutive quarters (Fall/Winter, Winter/Spring, Spring/Fall) since I became ineligible for my BOGW Fee waiver (see attached unofficial transcript).

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|   |  |  |
|---|--|--|
| <b>OFFICE USE ONLY</b>  |  | Committee Review Date: _____           |
| Committee Recommendation: Approved <input type="checkbox"/> Denied <input type="checkbox"/> |  | Quarter GPA _____ Cumulative GPA _____ |
| Support Services/Follow up Recommended: _____   |  |  |
| Dean/Counselor Signature: _____   |  | Date: _____                            |

## Enrollment Priority Registration Appeal

### Instructions to Student:

- Read the information below to determine appeal request.
- Complete appeal. Make sure you fully describe the reason for your request. Counselors (general, EOPS, CalWORKs, and DSPS) are available to help you complete this form if needed.
- Attach required supporting documentation and background information necessary and reasons for your request, including supporting documentation provided by physician or employer or other appropriate person(s).
- Obtain supporting signature if needed. See reverse side of this form.
- Submit completed appeal to the Financial Aid office.
- You will be notified by email whether your appeal was approved or denied.

Appeal results are not discussed via telephone.

The appeal process for De Anza College enrollment priority will be available to students only during specified periods during the fall, winter, and spring quarters.

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### Types of Priority Registration Appeals

#### *Extenuating Circumstances (Title 5, §55045, §58161)*

- Extenuating circumstances are verified cases of **accidents, illness, or other circumstances beyond the control of the student**. Official supporting documentation is required.

#### *Excessive Units (Title 5, §58108)*

- 150 unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority registration status.

#### *Significant Academic Improvement*

- Significant academic improvement, which is defined as achieving at least than a 2.0 quarter grade point average in the prior term for which restoration of enrollment priority is being requested.

#### *Enrollment Below Full-Time*

- Students who are not enrolled full-time in classes, minimum **6 units**. **(Clarify the units)**

#### *Disability Accommodation (Title 5, §56006, §56027)*

- Where a student with a disability applied for, but did not receive accommodations for this disability in a timely manner.
- Has priority registration as an accommodation.

If the reason for your request does not meet one of the above criteria, you are not eligible to appeal for priority enrollment. This process will take up to 5 business days to implement so please keep this in mind when submitting the form.