Academic Records & Standards Committee Enrollment Priority & Board of Governors Fee Waiver (BOGFW) Appeal Petition

Directions:

Students who have over 100 degree applicable units are subject to loss of Enrollment Priority. Students who are on Academic/Progress Probation are subject to loss of Enrollment Priority and/or loss of BOGFW eligibility. Complete this form in full to & submit it to the Admissions & Records Office to petition your loss of enrollment priority and/or your BOGFW eligibility. Please submit at least 10 working days before your enrollment appointment.

This petition is a formal request for exception to or exemption from college procedures. Eligible Foster Youth are Exempt. Documentation must be attached in all cases. Petitions without attached documentation will not be considered. If applicable, please consult the Admissions & Records Office.

To be completed by the STUDENT

What is/are the reason(s) for your Appeal? Please check the box(es) that apply:

☐ Loss of enrollment priority due to the 100 degree-applicable unit limit (Educational plan required.)
☐ Loss of enrollment priority due to 2 consecutive terms on Academic/Progress Probation
☐ Loss of BOGFW priority due to 2 consecutive terms on Academic/Progress Probation
  - Last Term that you applied for Board of Governors Fee Waiver (BOGFW) _____________
☐ Other: please clearly state the reason: ____________________________________________

Enrollment Priority and/or BOGFW Appeal. Applies to both Enrollment Priority & BOGFW reinstatement.

☐ Extenuating circumstance – accident, illness, other circumstance beyond your control.
☐ Enrollment priority required to provide disability-related reasonable accommodation in a timely manner.
☐ Academic/Progress Improvement— achieving no less than a GPA of 2.0 and more than 50% unit completion for a term.

Applies to Enrollment Priority reinstatement only.

☐ Exception to enrollment priority procedure due to program requirements for a high-unit major.
☐ Exception to enrollment priority procedure to complete one or two final courses in order to graduate, transfer, or complete a program— must provide educational plan from a counselor verifying coursework needed to complete academic goal.

Applies to BOGFW reinstatement only.

☐ Economic Situation— evidence of an economic situation such as joblessness, eviction, or homelessness.
☐ Inability to obtain support services- evidence of support services lost must include documentation such as appointments, emails and/or statements on official letterhead, etc.
☐ Special consideration factors for: CalWorks, EOPS, DSPS, & Veterans— documentation such as medical documents, notice of action, or proof of benefits such as: TANF, Cash Aid, Veterans Benefits, statements from counselors and/or professionals on letterhead stationary, etc.

Signature ___________________________ Date _______________________

Updated: 6/20/16
### Recommendation

This section is required for participants in: CalWorks/EOPS/DSPS, and/or Veterans.  
(Your request must be supported by a Faculty/Staff member of the program(s) that you are a participant of.)

- [ ] Recommend Approval  
- [ ] Recommend Denial  
- [ ] Refer to Comments  
- [ ] Unable to make Recommendation

**Comments:**

Your results may be obtained by checking your MyCerritos Student Center or by contacting the Office of Admissions and Records in the Administration Building to find if the 100+, PRB, and/or Fee Waiver hold has been removed.

Please allow up to 10 working days for processing, but less time may be needed during some periods, so you should check your MyCerritos Student Center regularly if you have a need to know sooner during this time. If this petition is denied, there will be no change of your 100+ or PRB hold after the 10 working days.

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**Committee on Academic Records and Standards/designee:**

- [ ] Approve  
- [ ] Deny  
- [ ] Copy sent to Financial Aid  
- [ ] Copy sent to DSPS / EOPS / CalWorks / Veterans Affairs

**Comments:**

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Committee Representative: ___________________________  Date of Committee Action: _____________

Dean of Admissions, Records & Services: ___________________________  

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