



## PETITION TO REINSTATE PRIORITY REGISTRATION AND/OR BOARD OF GOVERNORS FEE WAIVER (BOGW)

### Instructions:

Students will lose **priority registration** due to: not meeting academic progress standards for two consecutive semesters and/or have earned more than 100 degree applicable units.

Students will also lose eligibility for the **Board of Governors Fee Waiver (BOGW)** due to: not meeting academic standards for two consecutive semesters.

Students may submit this appeal form for consideration of reinstatement of priority registration and/or BOGW eligibility. Exceptions that will be considered may include one of the following:

- Extenuating circumstances
- Students with disability and educational/functional limitations who did not receive timely, reasonable accommodations
- Significant academic and/or progress improvement
- Enrolled in a high unit course of study

**The following conditions are in addition to all conditions listed above but applicable to BOGW ONLY**

- Significant impact of economic situation
- Not having received essential support services
- Special consideration for CALWorks, EOPS, DESP, or Veteran Students

**Please note: Approved petitions are valid for only one semester. Denied petitions cannot be appealed (you may petition for the next semester).**

### STEPS:

1. Complete student section and attach supporting documentation. Supporting documentation must be specific and related to at least one of the categories listed above. Petitions submitted without documentation will be denied.
2. Submit your petition to the Admissions & Records Office.
3. You will be notified via email once a decision has been made on your petition.



## PETITION TO REINSTATE PRIORITY REGISTRATION AND/OR BOARD OF GOVERNORS FEE WAIVER (BOGW)

### To be completed by student

First Name:		Last Name:	
Student ID:	Semester: Fall _____	Spring _____	Email:

**✓ Check all that apply ✓**

**I am requesting reinstatement of:**

- Priority Registration
- Board of Governors Fee Waiver (BOGW)

### Reason for filing petition

- I have had extenuating circumstances (Approval is based on evidence of unavoidable extenuating circumstances beyond student's control, such as a death in the immediate family, serious accident, hospitalization, etc. Documentation **MUST** be provided, which may include medical documents, death certificates, funeral programs, etc.).
- I provided all the necessary documentation to the Disability and Educational Support Program (DESP) Office to verify my disability and educational/functional limitations but did not receive timely, reasonable accommodations.
- I am a returning student and have significant academic improvement since my last academic or progress probation (Please attach transcripts from other colleges showing academic progress).
- I am enrolled in a high unit program of study. My program is: \_\_\_\_\_

**The following conditions are in addition to all conditions listed above but applicable to BOGW only**

- I have a change in my economic situation. (BOGW only) Documentation must be provided
- I was unable to obtain essential support services. (BOGW only) Documentation must be provided
- I am requesting special consideration because I am a (PLEASE CIRCLE TO WHICH GROUP YOU BELONG): CALWorks, EOPS, DESP, Veteran Student (BOGW only). Documentation must be provided.

Please explain the circumstances for which you are submitting this petition (Attach a separate document if necessary to complete your statement):


### Signature

I understand that this petition is subject to approval before I am eligible for priority registration, and/or receiving BOGFW.

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

**----- For office use only -----**

Form Received:	Documents attached:
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Received by:	
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**Decision**

Approved  Denied

Approved by:
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Date:	Signature:
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Date:	Signature:
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Date:	Signature:
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Date:	Signature:
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**Other Comments/ Recommendations**


**Enrollment Center/Admissions & Records processing**

Updated:	If approved:
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Student notification date:	Processed by:
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Date:
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**For Financial Aid office use only**

FA Staff Signature:
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Date:	
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Comments:
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