

San Jacinto Campus 1499 N. State Street San Jacinto, CA 92583 Phone: (951) 487-3215 Fax: (951) 654-6738	Menifee Valley Campus 28237 La Piedra Rd. Menifee, CA 92584 Phone: (951) 639-5215 Fax: (951) 672-6548	Temecula Education Complex 27447 Enterprise Circle West Temecula, CA 92590 Phone: (951) 308-1059 Fax: (951) 693-5309	San Geronimo Pass Campus 3144 W. Westward Ave. Banning, CA 92220 Phone: (951) 922-1327 Fax: (951) 922-1408
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Print legibly- Return petition and documentation to Enrollment Services for review by the Academic Standards Committee

Name: _____	Student ID #: _____
Phone #: _____	Term: _____
MSJC Email: _____	@student.msjc.edu

Minimum documentation required for appealing: A written statement from the student, supporting documentation and a copy of the most recent comprehensive educational plan.

Loss of Priority Registration AND BOGW Appeal Reasons:

- ☐ **Extenuating Circumstances**
Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond your control.
- ☐ **Necessary accommodation per Disabled Students Programs and Services (DSPS)**
You must obtain signature from the Director or Coordinator of the program.

DSP&S Director/Coordinator Signature: _____
- ☐ **Academic and/or progress improvement**
Students who lose priority enrollment and BOGW due to academic or progress probation must demonstrate significant academic improvement. Evidence of such improvement is defined as achieving no less than the minimum GPA (2.0) and progress standard (no less than 51%) for the semester.

Loss of Priority Registration ONLY Appeal Reasons:

- ☐ **Enrollment in courses required for a high unit major or program**
High unit majors generally include preparation for transfer programs in Allied Health, Architecture, Computer Information Science, Engineering, Mathematics and Sciences or other high unit majors.
- ☐ **Exemption from 100 unit limit based on prior credit**

Loss of BOGW ONLY Appeal Reasons:

- ☐ **Change of student's economic situation**
- ☐ **Unable to attain essential support services**
- ☐ **Special consideration of factors for CalWORKs, EOPS, DSPS, and Veteran Students.**
You must obtain signature from the Director or Coordinator of the program.

Director/Coordinator Signature: _____ Program: _____

Student's Signature: _____ Date: _____

OFFICE USE ONLY:		Current Registration Date & Time: _____	
Registration Priority: Approved Denied Deferred		BOGW: Approved Denied Deferred	
Academic Standards Committee Designee: _____		Date: _____	
Comments: _____			

New Registration Date & Time: _____		Rebill Date: _____ BOGW Reinstatement Date: _____	

Priority Registration and/or BOG Fee Waiver Appeal Policies

Priority Registration Appeal Standards:

Regulations set forth by the Board of Governors of the California Community College system in Title 5, Section 58108 require colleges to adopt registration priorities based on factors such as number of units completed, academic standing, and other considerations. Students who have completed 100 units and/or who have been on academic and/or progress probation for two consecutive semesters will lose registration priority. However, students may appeal to have their priority registration reinstated based on factors such as documented extenuating circumstances, untimely reasonable accommodations for DSP&S students, students in high unit majors, prior credit or academic improvement.

NOTE: An approval only grants an earlier registration date but does not guarantee course availability.

BOGW Appeal Standards:

The California Community Colleges Board of Governors' Fee Waiver is a state funded program available to residents of California and students with AB 540 status attending a community college. Students are eligible for a waiver of the college's enrollment and health fees. In order to qualify students must meet minimum academic standards. All grades will be used to determine BOGW eligibility.

Any combination of two consecutive terms with a cumulative GPA below 2.0, and/or a cumulative course completion of less than 50% may result in a loss of fee waiver eligibility.

Students will be notified within 30 days of the end of each term if he/she is being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Notification will include the information that a second term of probation will result in a loss of fee waiver eligibility. After the second consecutive term of probation, students may lose eligibility for the fee waiver during the next registration opportunity.

How to regain eligibility:

If a student loses eligibility for the BOGW, there are a few ways to have it reinstated:

- Improvement to GPA and/or Course Completion measures to meet academic and progress standards
- Successful appeal regarding extenuating circumstances
- Not attending your school district for two consecutive primary terms (Fall/Spring)

The appeals criteria for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond the student's control
- Verified change in economic situation
- Evidence of inability to obtain essential support services
- Special consideration factors for CalWORKs, EOPS, DSPS and veteran students
- Disability accommodations not received in a timely manner

NOTE: Foster youth and former foster youth (age 24 years and younger) are not subject to loss of the BOGW Fee Waiver under these regulations.

Appeal Procedures for *Loss of Priority Registration and/or BOGW*:

- An appeal may **not** be submitted until the student receives notification of loss of BOGW and his/her registration appointment has been assigned
- Complete the appeal form entirely and attach a personal statement, supporting documentation and a current Comprehensive Educational Plan
- Submit the appeal and all attachments to Enrollment Services at any campus location
- The appeal will be reviewed by the Academic Standards committee within two weeks of submittal
- Students will be notified of the appeal outcome via email
- Appeal outcomes are final
- If the appeal is approved and leads to BOGW reinstatement after the student has paid fees, the student is responsible for submitting a refund request.

If you have questions or need assistance, please contact the Enrollment Services/Financial Aid Office