

Enrollment Priority and/or BOG Fee Waiver Appeal

Last Name	First Name	M.I.	M00#
E-Mail Address			Phone Number

IMPORTANT: You must attach: a typed letter with original signatures explaining the reason for this appeal, required documentation and a current copy of your approved COM Student Education Plan created by a COM Counselor

Enrollment Priority Appeal: (check one if applicable)

- Academic or Progress Probation due to extenuating circumstances (e.g., verified illness, or other circumstance beyond your control). Attach verifying documentation (doctor’s statement, police accident report, etc.)
- I have been making significant academic improvement by completing my last semester with a GPA of 2.0 or higher and completing more than 50% of my attempted semester coursework.
- I have a verified disability and applied for an accommodation that I did not receive in a timely manner. Attach verifying documentation from the Student Accessibility Services Office.
- I have exceeded the limit of 90 earned degree-applicable units for extraordinary reasons as detailed in the attached narrative.

Loss of BOG Fee Waiver Appeal: (check one if applicable)

- Academic or Progress Probation due to extenuating circumstances (e.g., verified illness or other circumstances beyond your control). Attach verifying documentation (doctor’s statement, police accident report, etc.)
- I have been making significant academic improvement by completing my last semester with a GPA of 2.0 or higher and completing more than 50% of my attempted semester coursework.
- I have a verified disability and applied for an accommodation that I did not receive in a timely manner. Attach verifying documentation from the Student Accessibility Series Office.
- I was unable to obtain essential support services. Attach a detailed written statement/explanation.
- I requested special consideration as I am a student on one or more of these programs: (check all that apply and attach written verification from each program) CalWORKs EOPS SAS Veterans
- I have not enrolled at College of Marin for two consecutive semesters (fall/spring) since I became ineligible for the GOC Fee Waiver. Attach and unofficial COM transcript.
- My economic situation has changed. Attach a detailed written statement/explanation.

I declare under penalty of perjury that all information on this form is true and correct. If this appeal is granted, I understand that I will again lose enrollment priority and be ineligible for the BOG Fee Waiver if I fail to make satisfactory academic progress.

Student’s Signature: _____ **Date:** _____

OFFICE USE ONLY		Review Date: _____
Review Decision: Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Last completed Semester GPA: _____ Cumulative GPA: _____	
Recommended Support Services/Follow Up: _____		
Authorized Administrator’s Signature: _____		

How to Appeal the Loss of Enrollment Priority and/or BOG Fee Waiver Eligibility

Carefully read each of the sections below. If you feel you meet the requirements for an exception to the regulations you may complete and file the form entitled ***Loss of Enrollment Priority and/or BOG Fee Waiver Appeal***. You must attach a typed narrative of the reasons for the appeal, required documentation and a copy of your approved College of Marin Student Education Plan created by a counselor. Appeals submitted without sufficient documentation will be denied. **Submit all documents in a single packet to the Enrollment Services Office** at either the Kentfield Campus or the Indian Valley Campus.

In order to receive enrollment priority for the next semester your petition must be submitted at least three (3) weeks before the start of priority registration.

Loss of Enrollment Priority

Students who have complete the matriculation process: Orientation, Assessment Testing and creating a Student Education Plan with a counselor are given priority registration. However, this priority is lost at the first registration opportunity after a student is placed on academic progress probation for two consecutive semester or has earned 90 or more degree-applicable units at COM.

Loss of Eligibility for the Board of Governors Fee Waiver (BOGW)

Students who are eligible for the BOG Fee Waiver may lose their eligibility if they fail to sustain a GPA of 2.0 or higher and complete more than 50 percent of their coursework. If a student's cumulative GPA falls below 2.0 for two consecutive primary terms (fall or spring) the student will be placed on academic probation. If the cumulative number of units completed is not more than 50 percent in two consecutive primary terms, the student is placed on progress probation. Any combination of two consecutive primary terms of academic or progress probation may result in loss of fee waiver eligibility.

How to Regain Enrollment Priority and/or BOG Waiver Eligibility

If you lose enrollment priority and/or BOGW eligibility you must attend and complete a *Loss of BOG Fee Waiver Workshop* **AND** *meet one or more of the following conditions*:

- ✓ Improve your GPA and course completion rate to meet academic and progress standards
- ✓ Successful appeal regarding extenuating circumstances
- ✓ Successful appeal based on significant academic improvement
- ✓ Not attending COM for two consecutive primary terms (fall/spring)

The appeals process for extenuating circumstances includes:

- ✓ Verified accidents, illness or other circumstances beyond your control
- ✓ Changes in economic situation
- ✓ Evidence of inability to obtain essential support services
- ✓ Special consideration for CalWORKs, EOPS, SAS and student Veterans
- ✓ Disability accommodations not received in a timely manner

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