

4000 S Rose Ave, Oxnard, CA 93033 Phone: (805) 678-5816

LOSS OF ENROLLMENT PRIORITY & BOARD OF GOVERNOR'S (BOG) WAIVER APPEAL FORM

Name: _____ **Student ID:** _____

Phone Number: _____ **Email:** _____

INSTRUCTIONS:

Enrollment Priority Appeal Process (Complete Section 1)

- Complete the form, check reason for appealing and explain your situation on page 2.
- Attach all required supporting documents to this appeal form.
- Meet with an academic counselor to review appeal form and complete a comprehensive Student Educational Plan (SEP).
- Submit Enrollment Priority appeal form to Admissions and Records after approval is granted.

BOGW Loss Appeal Process (Complete Section 2)

- Complete form and check reason for appealing. Explain your situation on page 2 and attach additional sheets if necessary.
- Complete the online financial aid module – Available online at www.oxnardcollege.edu/finaid
- Complete the probation workshop – Contact the Counseling Dept. to schedule your appointment at 805-678-5816.
- Attach all required supporting documents to this appeal form.
- Meet with an academic counselor to review appeal form and complete a comprehensive Student Educational Plan (SEP).
- Submit all BOGW Appeal documents to the Financial Aid Office for review. Documents will be forwarded to the appeals committee.

Any missing information will result in this appeal being rejected by the appeals committee. The BOGW Appeal process may take up to 2 weeks to complete from the date submitted. You will be notified by e-mail of the outcome. If you receive services through EOPS, CalWORKs, EAC or VA, contact your program office for assistance.

BOGW APPEALS MUST BE SUBMITTED WITHIN THE CURRENT FISCAL YEAR.

Petition Term/Year: Fall Spring Summer Year: _____

- Petitioning Loss of:**
- Enrollment Priority (*Complete Section 1*) **Only requires counselor approval.**
 - BOGW Only (*Complete Section 2*) **Note: Must be approved by the Appeals Committee.**
 - Enrollment Priority and BOGW (*Complete Section 1 & 2*) **Note: Must be approved by the Appeals Committee.**

Section 1. Enrollment Priority Appeal Reasons: – Check the box of each reason you are appealing.

- Final Semester.** Approval will be based on the student's Educational Plan completed by the academic counselor.
- Enrollment in a High Unit Major or Program.** Approval requires the student to have declared a program of study in a major that is identified as a "High Unit Major". Approval will be based on the student's Educational Plan completed by the academic counselor.
Major/Program _____ Estimated Graduation Date: _____
Degree Applicable (Including in-progress units) Units Earned: _____ Cumulative GPA: _____
- Academic and/or Progress Improvement.** The student must demonstrate significant academic improvement by achieving no less than the minimum grade point average of 2.0 and progress standard minimum of 50% completion in the most recent primary term.
- Untimely Accommodation.** The student must have a disability, and applied for but did not receive accommodations in a timely manner. **Explain the circumstances in the space on the following page.**
- Extenuating Circumstances.** Approval is based on verified evidence of circumstances beyond the student's control. This could include: death of an immediate family member, accident, serious illness, eviction, etc. The student must provide documentation such as: medical documents, death certificates, police reports, court documentation, etc. **Explain the circumstances in the space on the following page.**

Section 2. BOGW Loss Appeal Reasons: – Check the box of each reason you are appealing.

- Academic and/or Progress Improvement.** The student must demonstrate significant academic improvement by achieving no less than the minimum grade point average of 2.0 and progress standard minimum of 50% completion in the most recent primary term.

