



Loss of Enrollment Priority & BOGFW Appeal Instructions

In accordance with the Student Success Act of 2012, El Camino College and El Camino College Compton Center require all students to meet academic standards, progress standards, and adhere to a unit cap in order to receive enrollment priority (priority registration) and the Board of Governors Fee Waiver (BOGFW). Academic and progress standards will apply once a student has attempted at least 12 semester units, as shown by the academic record. Former foster youth up to 24 years of age are exempted from this regulation.

Academic Standard

Cumulative grade point (GPA) of at least 2.0

Progress Standard

Cumulative satisfactory completion of more than 50% of attempted units

Unit Cap

Completion of 100 or more units

Reinstatement of Enrollment Priority & BOGFW

Self-Reinstatement

A student may have enrollment priority and BOGFW self-reinstated by earning a cumulative 2.0 grade point average (GPA) and by earning a cumulative satisfactory completion of more than 50% of attempted units as shown by the official academic record.

Submission of Appeal Form

Students who have not met academic or progress standards and wish to appeal their status may do so if they have an acceptable reason by completing and submitting a Loss of Enrollment Priority and BOGFW Appeal Form with supporting documentation. Instructions for submitting an appeal form are noted below. Appeals that are approved will result in the restoration of enrollment priority and BOGFW.

Sitting Out

Students who sit out for two consecutive primary terms (fall and spring semesters) from attending El Camino College and El Camino College Compton Center may regain their enrollment priority and BOGFW for subsequent terms.

Acceptable Reasons for Submitting an Appeal *(Documentation required for all reasons)*

1. Illness or accident of the student or immediate family member or death of an immediate family member.*
2. Newly diagnosed disability which contributed to poor academic performance.
3. Complications with an existing disability which contributed to poor academic performance.
4. Student applied for a disability accommodation but was not received in a timely manner.
5. Evidence the student was unable to obtain essential support services.
6. Enrolled in a high unit academic program or major as reflected on Education Plan.
7. Significant academic improvement in meeting academic and progress standards as defined above.
8. Extenuating circumstances beyond the control of the student.
9. Change in economic situation of student or parent(s), if dependent.
10. Special consideration of factors for CalWORKs, EOPS, SRC, and Veteran students.

*Supporting documentation must coincide with the term(s) in which the student did not meet academic and/or progress standards.

*"Immediate family" is defined as the mother, father, grandmother, grandfather, or grandchild of the student or of the spouse/registered domestic partner of the student, and the spouse/registered domestic partner, son, daughter, brother, or sister of the student. In addition, the following are considered "immediate family": stepparent, stepchild, foster child, dependent child or adult of the student or spouse/registered domestic partner of the student.

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INSTRUCTIONS

1. The Loss of Enrollment Priority & BOGFW Appeal Form (hereinafter called the "Appeal Form") and two essays must be typed using the fillable form below.
2. The Appeal Form must be submitted with a current, counselor-approved Education Plan that includes all coursework required to complete an associate degree, a vocational certificate, or plans to transfer to a four-year college or university.
3. The student must meet one of the acceptable reasons for submitting an Appeal Form. Students who do not have an acceptable reason should not submit an Appeal Form.
4. The student is advised to make a copy of the Appeal Form and all supporting documentation prior to submitting to the Admissions & Records Office.
5. The student must submit a completed Appeal Form and all supporting documentation to the Admissions & Records Office by the established deadline.

Fall Semester 2016

Early Decision: Thursday, July 7, 2016 @ 4:30 PM

Deadline: Thursday, October 27, 2016 @ 4:30 PM

Spring Semester 2017

Thursday, January 26, 2017 @ 4:30 PM

Thursday, April 27, 2017 @ 4:30 PM

6. Incomplete, handwritten, or late submissions of the Appeal Form will not be accepted.
7. The appeal decision will be sent to the student through the college issued e-mail system (MyECC).
8. For additional information, please visit the Admissions & Records Office located on the first floor of the Student Services Center or visit their webpage at <http://www.elcamino.edu>.

ALL APPEAL DECISIONS ARE FINAL



Loss of Enrollment Priority & BOGFW Appeal Form

Complete the entire Loss of Enrollment Priority & BOGFW Appeal Form using the fillable form below and submit to the Admissions & Records Office by the established deadline. Incomplete, handwritten, or late submissions will **not** be accepted. Students will learn of their appeal decision in approximately ten (10) business days from the established appeal deadline for the term.

TERM OF APPEAL

I am submitting the Loss of Enrollment Priority & BOGFW Appeal Form for the following semester/term. My counselor-approved Education Plan and supporting documentation are attached to the form.

Check only **one** box.

- Fall Semester 2016
 Spring Semester 2017

GENERAL INFORMATION

_____ El Camino College ID #
 _____ Last 4 Digits of Social Security Number
 _____ Date of Birth (mm/dd/yyyy)

_____ Last Name
 _____ First Name
 _____ Middle Name

_____ Street Address
 _____ City
 _____ State
 _____ Zip Code

(_____) _____ @elcamino.edu
 MyECC Student E-mail Address (**REQUIRED**)

EDUCATIONAL GOAL(S)

What is your educational goal? If you check a box, you must write in the name of the certificate, associate degree, and/or transfer major and four-year university. This information should match your counselor-approved Education Plan. (Check **all** that apply)

Certificate _____

Associate of Arts (A.A.) and/or Associate of Science (A.S.) Degree _____

Transfer Major _____ Transfer College/University _____

PROGRAM PARTICIPATION (Check all that apply)

- CalWORKs
 EOPS/CARE
 Foster Care
 Special Resource Center
 Veterans

Loss of Enrollment Priority & BOGFW Appeal Form

REQUIRED ESSAYS

All students must submit two essays using the fillable form below in order for the Appeal Form to be considered complete for submission. Only typed essays will be considered. Incomplete, handwritten, or late Appeal Forms will **not** be accepted. There is a 150 word limit or 1,000 character limitation for each essay.

1. Explain why you were unable to meet academic standards and/or progress standards and/or exceeded the 100 unit cap. Please note that not all three reasons may pertain to all students. For example:
 - a. Why have you not earned a cumulative 2.0 or greater grade point average (GPA)?
 - b. Why have you not completed at least 50% of your total attempted units?
 - c. Why have you exceeded the 100 unit cap?

2. Explain how circumstances have changed that make you feel you can now meet academic and/or progress standards and complete your educational goal in accordance with your Education Plan.

CERTIFICATION

By signing below, I certify that the information provided is accurate and complete to the best of my knowledge. I have read the instructions on the Appeal Form and have attached all required documentation. **I understand that submitting an Appeal Form does not guarantee approval and that all decisions are FINAL.**

Signature: _____ Date: _____

Please sign and date in black or blue ink

FOR OFFICE USE ONLY

Approved

Denied

Notification Sent via E-mail – Date: _____

Notification Sent to the Financial Aid Office – Date: _____

Comments: _____

Reviewer Signature: _____

Date: _____