



Admissions & Records Office

Loss of Enrollment Priority & BOGFW Appeal Information

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 average (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 comprehensive 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.

Loss of Enrollment Priority & BOGFW Appeal Instructions

STEP 1: Complete and sign the Loss of Enrollment Priority & BOGFW Appeal Form, including answering the two essays. Essays **MUST** be typed using the fillable form.

STEP 2: Attach supporting documentation appropriate to your reason. Supporting documentation must coincide with the term(s) in which you did not meet academic and/or progress standards.

Examples of supporting documentation: a letter from a physician or professional letterhead the nature and dates of the illness that affected academic performance, death certificate, obituary notice, or funeral program, documentation provided by the college's Special Resource Center, a copy of military orders, pay stubs, letter or notice from your employer on company letterhead, e-mail correspondence with a staff member or faculty from the college, notice of action from a public service department, etc.

STEP 3: Attach a current, counselor-approved comprehensive 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.

STEP 4: Attach a print out of your unofficial transcript (accessible via MyECC).

STEP 5: If you are a participant of CalWORKs, EOPS/CARE, Special Resource Center, or a Veteran, bring your complete appeal packet to your respective program/counselor and have them sign the program verification page.

STEP 6: Submit all documents listed above to the Admissions & Records Office by the established deadline.

YOUR CHECKLIST:

- Appeal form is fully completed & signed
- Appeal form (including 2 essays) are typed
- Your supporting documentation is attached
- Your comprehensive educational plan is attached
- Your unofficial transcripts from ECC are attached

IMPORTANT:

- 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.
- The student is advised to make a copy of the appeal form and all supporting documentation prior to submitting to the Admissions & Records Office.
- Incomplete, handwritten, or late submissions of the Appeal Form will not be reviewed.
- The appeal decision will be sent to the student through the college issued e-mail system (MyECC) approximately three (3) weeks after submission.
- For additional information about the BOGFW, please contact the Financial Aid Office. For assistance with the appeal form, please visit the Admissions & Records Office.

ALL APPEAL DECISIONS ARE FINAL



Admissions & Records Office

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 reviewed.

Fall 2016 Early Decision Deadline: July 7, 2016

Fall 2016 Final Deadline: October 27, 2016

TERM OF APPEAL

I am submitting the Loss of Enrollment Priority & BOGFW Appeal Form for the following semester/term. My counselor-approved comprehensive Education Plan, unofficial transcripts, 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

(_____) _____
 Telephone Number

_____@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 college or university. This information should match your counselor-approved comprehensive 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 Veteran

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 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 more than 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 comprehensive 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 – STUDENTS PLEASE DO NOT WRITE OR TYPE BELOW

Appeal Approved Appeal Denied

Notification Sent to Student via E-mail – Date: _____

Notification Sent to the Financial Aid Office – Date: _____

Comments: _____

Reviewer's Signature: _____

Date: _____



Admissions & Records Office

Loss of Enrollment Priority & BOGFW Appeal - Program Verification

Per SB 1456, the loss of BOGFW appeals process for extenuating circumstances include special consideration of factors for CalWORKs, EOPS, DSPS and veteran students.

Student ECC ID

Student Name

Term of Appeal (ex: Fall 2016)

This is to verify that the student listed above is an active participant in the program list below and they are in good program standing (Check the appropriate program):

- CalWORKs** (Location: D-41)
- EOPS/CARE** (Location: Building U)
- Foster Care** (Location: F-10)
- Special Resource Center** (Location: VT-154)
- Veteran** (Location: Counseling Office - Administration Bldg.)

I recommend the student noted above be granted special consideration for his/her appeal of the Loss of Enrollment Priority and Loss of the BOGFW Fee Waiver for the following reason:

Justification: _____

Program Director/Coordinator **OR**
Program Counselor Signature

Date

*Please attach this program verification document to the
Loss of Enrollment Priority & BOGFW Appeal Form*