



# SAP, BOG Fee Waiver (BOGFW), and Dismissal Appeal Form

I am submitting the appeal form for the following semester/session and year. Select only one.

Spring 20\_\_\_\_  Summer 20\_\_\_\_  Fall 20\_\_\_\_  Winter 20\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

El Camino ID# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ El Camino Email: \_\_\_\_\_@elcamino.edu

### **IMPORTANT:**

A typed narrative, supporting documentation, a current counselor-approved comprehensive education plan, and unofficial transcripts **must** be attached to this form. Incomplete, handwritten, or late submissions will be automatically denied. Submit completed appeal packets to the Financial Aid Office by the corresponding deadline posted on our website. If you are submitting the appeal after classes have started and your appeal is denied, you are responsible for dropping the courses on time and/or paying all incurred charges.

**PURPOSE (Required)** - What are you submitting an appeal for? Check all that apply.

- SAP (Financial Aid)  
 Loss of Enrollment Priority & BOG Fee Waiver (BOGFW)  
 Reinstatement from Dismissal status

**REASON FOR APPEAL (Required)** - Check at least one. Documentation is required for each item checked. Supporting documentation **must** coincide with the term(s) in which the student did not meet academic and/or progress standards.

- I had extenuating circumstances beyond my control including a verified illness or accident involving me or my immediate family member\* or death of an immediate family member. Attach a letter from a physician on professional letterhead that includes the nature and dates of the illness, death certificate/obituary/funeral program, police report, or similar.
- I had a newly diagnosed disability, complications with an existing disability, and/or applied for a disability accommodation but it was not received in a timely manner which contributed to poor academic performance. Attach documentation from the Special Resource Center or evidence of disability with corresponding dates.
- I am a student making significant academic improvement. I received at least a 2.00 term GPA and 50% completion rate in the last primary term (Fall/Spring). Attach unofficial transcripts. (For BOGFW Appeals only)
- I, or my parent(s) if I am a dependent, had a change in economic circumstances. Attach pay stubs, letter or notice from employer on company letterhead regarding change in work, or documentation showing loss of employment. (For BOGFW & Dismissal Appeals only)
- I was unable to obtain essential support services. Attach a detailed written statement/explanation, e-mail correspondence with a staff member or faculty from the college, or notice of action from a public service department. (For BOGFW & Dismissal Appeals only)
- I am requesting special consideration because I am a current student in one of the following programs. Check all that apply and attach a written verification from each program. (For BOGFW & Dismissal Appeals only)
- CalWORKs  EOPS/CARE  SRC  Veteran
- I am homeless or at-risk of becoming homeless. Attach verification from Financial Aid office.

**ATTACHMENTS (Required)** – The following documents must be attached. Incomplete packets will be denied.

1. Your current counselor-approved comprehensive education plan
2. Your El Camino unofficial transcripts
3. Probation contract signed by a counselor (Needed for Dismissal appeals only)

**SAP APPEAL (Required)** - Please review the SAP Disqualification Statuses listed below. Students may only submit (1) SAP APPEAL per award year. SAP Appeals may be approved for up to three terms. Check **only one** box.

- Financial Aid Disqualification – I have less than a cumulative 2.0 grade point average (GPA) and/or less than a cumulative 67% attempted unit completion rate. You must have at least one of the allowable appeal circumstances. Documentation is required and must support why satisfactory academic progress was not made.
- Maximum Timeframe with Good Academic Standing – (Cumulative 2.0 or higher grade point average (GPA) and a cumulative 67% or greater attempted unit completion rate). Documentation required. The Appeal Form will be considered incomplete without proper documentation and will not be accepted. Current, counselor-approved Lock-in-List must be attached.
- Maximum Timeframe without Good Academic Standing –(Less than a cumulative 2.0 grade point average (GPA) and/or less than a cumulative 67% attempted unit completion rate). Documentation required. The Appeal Form will be considered incomplete without proper documentation and will not be accepted. Current, counselor-approved Lock-in-List must be attached.
- I am **not** appealing for SAP. I am only appealing for the BOGFW and/or reinstatement from Dismissal status.

**NARRATIVE (Required)** – All students must submit two essays using the fillable form below. Only typed essays will be considered. Incomplete or handwritten essays will be denied. There is a 1,000 character limitation for each essay.

1. Why were you unable to meet academic standards (cumulative 2.0 GPA) and/or progress standards (67% completion of attempted units for SAP or 50% for BOGFW)?

2. How have your circumstances changed that make you feel you can now meet academic and/or progress standards and complete your educational goal? Explain specifically what steps you will take to complete your educational goal.

**CERTIFICATION (Required)** - By signing below, I certify that the information provided is accurate and complete to the best of my knowledge. I have read the instructions, am adhering to the deadlines, 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 blue or black ink only\*

# Appeal Information and Instructions

In accordance with the Student Success Act of 2012, El Camino College and Compton College 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 (BOGFW Eligibility):** Cumulative satisfactory completion of more than 50% of attempted units

**Progress Standard (SAP Eligibility):** Cumulative satisfactory completion of 67% of attempted units

**Unit Cap:** Attempted 100 or more units

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## Reinstatement of Enrollment Priority & BOGFW

### Self-Reinstatement

A student may have enrollment priority and BOGFW automatically 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.

### 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 an 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/or BOGFW.

### Sitting Out

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

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## Appeal Instructions

**STEP 1:** Complete and sign the appeal 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.

**STEP 3:** Attach a narrative that explains your circumstances. Essays **MUST** be typed.

**STEP 4:** 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 5:** 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 and ask for a program verification. Attach this to your appeal packet.

**STEP 6:** Submit all documents listed above to the Financial Aid Office by the established deadline.

**The appeal decision will be sent to the student's El Camino e-mail address  
approximately three (3) weeks after submission.**

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 Financial Aid Office. For additional information or assistance about SAP or the BOGFW, please contact the Financial Aid Office. For assistance regarding reinstatement from dismissal, please contact the Counseling Office.

\*Note: "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.