

## Loss of Priority Registration and the Loss of BOG Fee Waiver Policy and Procedures

### ***Loss of Priority Registration***

Per Title 5, section 58108, students shall lose their priority registration status when placed on Academic or Progress Probation or any combination thereof for two consecutive primary semesters, or have completed 100 or more degree-applicable semester units within the SJECCD. The loss of priority registration shall remain in effect until the student is no longer on probation or the student has successfully appealed their loss of priority registration status.

Students may appeal their loss of priority registration for the following reasons:

- Extenuating Circumstances: Verified cases of accidents, illnesses, or other circumstances beyond the student's control
- Students with disabilities who applied for, but didn't received accommodation in a timely manner
- Significant academic improvement.

***Please note: Approval of a "Priority Registration" appeal, extends to the loss of BOGFW.***

### ***Loss of BOG Fee Waiver***

Per Title 5, section 58621, beginning Fall 2016, students shall lose their BOG Fee Waiver eligibility when placed on Academic or Progress Probation or any combination thereof for two consecutive primary semesters. The loss of BOG Fee Waiver eligibility shall remain in effect until the student is no longer on probation or the student has successfully appealed their loss of BOG Fee Waiver eligibility. *\*Foster Youth, as defined in Education Code 66025.9(b), shall not be subject to loss of BOG Fee Waiver under section 58621.*

In addition to the reasons above, students may appeal their loss of BOG Fee Waiver eligibility for the following reasons:

- Changes to their economic situation.
- Evidence student was unable to obtain essential support services.
- Special consideration of factors for EOPS, DSPS, CALWORKS and Veteran students.

### ***Notification Process***

Colleges will notify students of their Academic Standing within 30 days from the end of the term.

### ***Timing***

Loss of eligibility for individual students shall become effective at the students FIRST registration opportunity after they have been notified of their Academic Standing.

### ***Resources***

Students who are in danger of, or who have lost eligibility for registration priority and/or the BOG Fee Waiver are encouraged to work closely with any support programs they participate in, and with their counselors to ensure they are on-track to succeed.

### ***Appeal Process***

1. The Priority Registration and/or BOG Fee Waiver Appeal form can be found on the Financial Aid and Counseling Department websites. Students can also request an appeal form from the Admissions & Records, Financial Aid, or Counseling Department.
2. Students may submit their completed appeal form and supporting documentation in the Financial Aid or Counseling Department's marked drop box or designated location.
3. The Appeals Committee will review and notify students of their decision within 2 weeks of submitting the appeal form.