Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean of Counseling Office**

**Loss of Enrollment Priority and/or BOG Fee Waiver**

**Appeal Request Form**

*Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOGW fee waiver per regulation*

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RHC ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RHC E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester and Year Appealing (i.e. Fall 2016) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REASON FOR SUSPENSION** – Check all that apply:

GPA Standard: Did not maintain a minimum cumulative 2.0 Grade Point Average (GPA).

 Progress Standard: Did not complete at least 50% of all units attempted.

 Exceeded 100 units.

**Part I: Enrollment Priority AND BOG Fee Waiver Appeal Reasons: (check one)**

Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control the student (Review attached instructions for required documentation).

I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 50% of my semester coursework (Review attached instructions for required documentation).

I am a student with a verified disability who applied before the deadline for but did not receive an accommodation in a timely manner (Review attached instructions for required documentation).

**IF YOU CHECKED ANY OF THE BOXES ABOVE, DO NOT COMPLETE PART II.**

**Part II: \*BOG Fee Waiver ONLY Appeal Reasons: (check one)**

\*Complete this section only if none of the appeal reasons in Part I apply to your situation.

I was unable to obtain essential support services (Review attached instructions for required documentation).

I would like to be granted special consideration as I am a student in one of these programs (check all that apply)

(Review attached instructions for required documentation):

 CalWorks EOPS DSPS Veterans

I have not enrolled at Rio Hondo College for two consecutive semesters (Fall/Spring) since I became ineligible for my BOG Fee waiver (Review attached instructions for required documentation).

I declare under penalty of perjury that all information on this form is true and correct. I understand the decision of the Appeal Committee is final.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY** Committee Review Date:

Committee Recommendation: Approve Denied Semester GPA Cumulative GPA

Support Services/Follow up Recommended:

Dean of Counseling Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

**Part I - Enrollment Priority AND BOGW Fee Waiver Appeal Instructions**

Please follow the instructions below for completing your appeal. Failure to

include the items listed may result in a denial of your appeal.

**Extenuating Circumstances Appeal Instructions**

 **Complete and sign appeal request form**.

 **Extenuating circumstances statement**: Attach a detailed typed, personal statement which describes the extenuating circumstance. You must address all terms that prevented you from meeting academic and/or progress standards and what has changed to allow you to meet academic/progress standards at the next evaluation.

 **Proof:**  If you are requesting an appeal due to extenuating circumstances, you must attach all supporting documentation such as medical records, death certificates, accident report and other supporting documentation that relates to the extenuating circumstance. Examples of extenuating circumstances include:

* + Verified illness
	+ Accident
	+ Circumstance beyond the control of the student

**Current Student Educational Plan**: A full Student Education Plan (SEP) is required and must be attached to the appeal. The SEP must state the student’s educational goal and must state all coursework needed to graduate from Rio Hondo College.

**Significant Academic Improvement Appeal Instructions**

**Complete and sign appeal request form**.

 **Academic improvement statement**: Attach a detailed typed, personal statement which describes the improvement in academic achievement. Student must complete at least one semester, following academic/progress probation, with a minimum 2.0 GPA and more than 50% unit completion.

 **Proof:** Attach a copy of your unofficial RHC transcript, which can be downloaded from your AccessRio Portal.

**Current Student Educational Plan**: A full Student Education Plan (SEP) is required and must be attached to the appeal. The SEP must state the student’s educational goal and must state all coursework needed to graduate from Rio Hondo College.

**Verified Disability Student Without Accommodations Appeal Instructions**

 **Complete and sign appeal request form**.

  **Verified Disability & Accommodations Statement:** Attach a detailed typed, personal statement which describes your disability and details regarding your request for accommodations prior to the deadline, and the type of accommodations you requested.

**Proof:** Attach verification of disability document from DSPS and any supporting documentation regarding your request for accommodations prior to the deadline. *Continued next page.*

**Current Student Educational Plan**: A full Student Education Plan (SEP) is required and must be attached to the appeal. The SEP must state the student’s educational goal and must state all coursework needed to graduate from Rio Hondo College.

**Part II - BOGW Fee Waiver ONLY Appeal Instructions**

Please follow the instructions below for completing your appeal. Failure to

include the items listed may result in a denial of your appeal.

**Unable to Obtain Essential Support Services Appeal Instructions**

  **Complete and sign appeal request form**.

 **Lack of Support Services Statement:** Attach a detailed typed, personal statement which describes the reason you were not able to obtain essential support services. Examples of support services may include counseling, financial aid, veteran’s services or psychological services.

 **Proof:** Attach copies of any supporting documentation regarding your inability to obtain essential support services.

**Current Student Educational Plan**: A full Student Education Plan (SEP) is required and must be attached to the appeal. The SEP must state the student’s educational goal and must state all coursework needed to graduate from Rio Hondo College.

**Special Consideration for CalWorks, EOPS, DSPS & Veterans Appeal Instructions**

  **Complete and sign appeal request form**.

 **Personal Statement:** Attach a detailed typed, personal statement which describes what prevented you from meeting academic and/or progress standards and what changes are you making to allow you to meet academic/progress standards at the next evaluation.

* **Proof:** Attach written verification from each of the programs you are a participant.

*Cont’d on next page*

**Current Student Educational Plan**: A full Student Education Plan (SEP) is required and must be attached to the appeal. The SEP must state the student’s educational goal and must state all coursework needed to graduate from Rio Hondo College.

**Not Enrolled at Rio Hondo College for Two Consecutive Semesters Appeal Instructions**

**Complete and sign appeal request form**.

**Proof:** Attach a copy of your unofficial RHC transcript, which can be downloaded from your AccessRio Portal.

**Current Student Educational Plan**: A full Student Education Plan (SEP) is required and must be attached to the appeal. The SEP must state the student’s educational goal and must state all coursework needed to graduate from Rio Hondo College.