



Petition to the Exceptions and Appeals Committee

Purpose:

The College maintains a committee on Exceptions and Appeals for the purpose of reviewing student challenges to the college's stated financial policies.

Military

This form is not for military students with deployment or transfer orders. All military students requesting an appeal due to transfer orders must submit orders, signed by a military commander, to the Registrars Office.

Guidelines:

The petition must be submitted **within 90 days of the occurrence**, which necessitates the appeal. The Committee makes its decision based on the student's written petition on the enclosed form as supported by appropriate explanation and documentation (i.e., verification of extended hospitalization from a doctor or hospital records, police report of accident, death certificates, etc.).

Appeals are only considered for courses with a (W) Withdraw, (AW) Administrative Withdraw, or (D) Drop status. If you have a grade other than W, AW, or Drop status, you must request an Administrative Withdraw (AW) from the Vice President of Student Services prior to submitting this appeal.

Appeals will not be considered if:

1. it is submitted after 90 days from the date of the occurrence
2. the course(s) appealed have a grade of A, B, C, D, F, AU, X or I
3. sufficient documentation verifying your exceptional circumstances are not attached.

Instructions:

1. Answer all questions completely.
2. Provide appropriate documentation to verify the reason for your appeal.
3. Return the completed petition and supporting documentation to the Office of Registration and Records.
4. You will be notified of the Committee's decision by return mail.

Before completing the application, please answer the following questions:

1. Did the occurrence take place within 90 days of today's date? Yes No
2. Does the course(s) appealed have a grade of AW, W or Drop status? Yes No
3. Sufficient documentation to verify your circumstances is attached? Yes No

If you answered "NO" to any of the preceding questions, do not complete the application. Refer to the Exception and Appeal guidelines.



Petition to the Exceptions and Appeals Committee

Date _____

Name _____ ID# _____

Street _____

City/State/Zip _____

Home Phone # _____ Business Phone # _____ Cell Phone # _____

Status: Full Time Part Time Curriculum _____

1. Semester/Term of occurrence: Fall Spring Summer I II Year _____

Applicable course(s) and section (i.e. CIS-101-01):

2. Was amount paid? _____ How? _____ Total amount \$ _____

3. Amount appealed: \$ _____

4. Reason or basis for appeal: (attach documents—bills, applicable college forms, medical documents, etc.)

5. What action do you request? _____

6. Was financial aid involved? Yes No Which? _____

7. Additional comments: _____

Signature _____

OFFICIAL USE ONLY — PLEASE DO NOT WRITE BELOW THIS LINE

8. Registration Information: (verify course number and section, date withdrawn, special comments)

Date _____ Signed _____