

The SLCC Concurrent Enrollment Exception Request form is to be used by SLCC Concurrent Enrollment students who have not yet graduated from high school, and are requesting exceptions to SLCC Concurrent Enrollment rules and processes. *Appeals may be granted for exceptional circumstances, and approval is not guaranteed.* A maximum of three appeals may be granted during a student's SLCC academic career. Appeals will not be approved for courses that are graded A through D- or MC. Students who have graduated from high school and are requesting registration exceptions should complete the SLCC registration appeal form found at [https:// www.slcc.edu/registrar/registration-appeals.aspx](https://www.slcc.edu/registrar/registration-appeals.aspx).

Exceptional Circumstances and Documentation

Appeals are for exceptional circumstances beyond a student's control and must include the completed, attached form and official documentation with dates. Appeals without the completed form and documentation will be denied. The nature of a student's exceptional circumstance determines the documentation required.

All official documentation submitted must be current, typed on professional letterhead, and pertain to the time period in question. Common exceptional circumstances and examples of documentation include but not limited to:

- **MEDICAL:** Submit documentation from a health professional on official letterhead that includes: doctor's signature, phone number, dates of illness, and an explanation of reason for inability to attend classes.
- **SLCC SYSTEM MALFUNCTION:** Submit screenshot of the error received and letter from high school Concurrent Enrollment coordinator that verifies that the error was reported immediately and then submitted to the SLCC Concurrent Enrollment Office to resolve the malfunction.
- **BEREAVEMENT:** Submit a copy of obituary or death certificate. Only the following can be considered: the death of a grandparent, parent, child, or sibling. The personal statement should indicate the student's relationship to the deceased.
- **RELOCATION:** Submit signed letter from proper official or parent detailing notice of involuntary relocation.

The following are not considered exceptional circumstances:

- Over-commitment
- Inability to pay tuition
- Misunderstanding of deadlines or policies
- Difficult course material
- Change in career or major goals
- Non-attendance
- Academic Concerns

Processing and Notification

Appeals are generally processed within seven to ten business days; however, processing times may vary depending on peak registration periods and the nature of the appeal. All decisions made by the Committee are final. Students will be notified of all decisions through their SLCC Bruinmail account.

As part of the appeal review process the SLCC Concurrent Enrollment Office will gather additional information from the following individuals where applicable: the high school Concurrent Enrollment coordinator(s), counselor, instructor, and SLCC instructor. Additionally, where applicable, the Committee will review registration logs to verify dates of attempted registration and admission.

Email the completed appeal form and supporting documentation to concurrent@slcc.edu.

Student S Number:
 Student Phone Number:

Student Name:
 Student Bruinmail:

Today's Date:
 High School:

I am requesting the following exception for the following reason:

- I am requesting that the course(s) be **DROPPED**. Dropped courses will be removed from the academic transcript and will not count toward attempted hours. Courses can only be dropped within one year. Refunds and/or tuition adjustments may be granted for courses taken within the semester.
- I am requesting that the course(s) be **WITHDRAWN**. Withdrawals will be reflected on the academic transcript as a "W" grade and will be counted toward attempted hours. No refunds, tuition, or fee adjustments will be made for withdrawn courses.

CRN (i.e. 25208)	Course (i.e. MATH 1010)	Instructor Name

- I understand that the decision of the Concurrent Enrollment Exceptions Appeal Committee is final.
- I have included appropriate documentation as outlined on page 1, and have included any additional documentation supporting my case.
- I have completed all fields on this exception request form.
- I have obtained all required signatures below.

 Student Signature

 High School CE Coordinator Signature

FOR CONCURRENT ENROLLMENT OFFICE USE ONLY

Received On _____ Reviewed On _____ Decision _____

Reason for Decision

Processed on _____