

# SLCC ENROLLMENT SERVICES – REGISTRATION APPEAL EXCEPTION TO POLICY

**PLEASE PRINT**

STUDENT ID# or SS# \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

Student's E-Mail Address: \_\_\_\_\_

**STUDENT RESPONSIBILITIES:**

It is the student's responsibility to comply with:

- 1) Deadlines specified in the academic calendar.
- 2) Policies and procedures outlined in the college catalog and class schedule.
- 3) Obtaining the necessary documentation to accompany the appeal. **The burden of proof rests with the student.**

The decision made by the Enrollment Services Appeals Committee will be based on the non-academic circumstances that constitute the appeal. The Committee will verify all appeals and make a final decision based on the documentation submitted. Students will be notified by mail of the committee's decision within **3-5** working days.

*I HAVE READ AND UNDERSTAND POLICY AND INSTRUCTIONS FOR SUBMITTING AN ENROLLMENT SERVICES APPEAL.*

**STUDENT SIGNATURE** \_\_\_\_\_

**PLEASE COMPLETE ALL PORTIONS OF THIS FORM, FAILURE TO DO SO MIGHT DELAY THE PROCESSING OF YOUR APPEAL**

Processing Registration Appeal may affect your Financial Aid or Veterans benefits.

DO YOU HAVE FINANCIAL AID? \_\_\_\_ YES \_\_\_\_ NO

Please choose one of the following:

\_\_\_\_ I AM APPEALING TO DROP FROM COURSES WITH A TUITION ADJUSTMENT/REFUND FOR \_\_\_\_\_ SEMESTER \_\_\_\_ YEAR  
**STUDENTS MUST INITIATE THE APPEAL PROCESS WITHIN ONE YEAR OF THE SEMESTER OR TERM IN QUESTION.**

\_\_\_\_ I AM APPEALING "E" GRADE(S) IN A PREVIOUS TERM TO BE REPLACED WITH "W" WITHDRAW STATUS FOR \_\_\_\_\_ SEMESTER \_\_\_\_ YEAR (No Refund)

Indicate classes for Appeal:

CRN NUMBER	COURSE ABBREVIATION	COURSE NUMBER	SECTION NUMBER	CREDIT HOURS	LAST DATE OF ATTENDANCE	

**REASON FOR APPEAL: DOCUMENTATION MUST BE INCLUDED--GENERAL GUIDELINES ARE ON THE BACK OF THIS PAGE.**

**PLEASE CIRCLE ONE:      MEDICAL              JOB              MOVED              MILITARY              FAMILY              OTHER**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR ENROLLMENT SERVICES USE:**

\_\_\_\_ APPROVED \_\_\_\_\_

\_\_\_\_ APPROVED, ONE TIME ONLY \_\_\_\_\_

\_\_\_\_ DISAPPROVED      \_\_\_\_ DOES NOT MEET POLICY GUIDELINES

\_\_\_\_ PENDING/INSUFFICIENT DOCUMENTATION--DOCUMENTATION MUST BE SUBMITTED BY \_\_\_\_\_ OR APPEAL WILL BE DENIED.

INITIALS _____
DATE _____

## GENERAL GUIDELINES FOR REGISTRATION APPEALS

Appeals are granted for exceptional circumstances only. Students may be granted a maximum of 3 appeals the duration of the student's enrollment, but are not guaranteed approval.

The nature of the situation determines the documentation. (Documentation should be on Professional Letterhead and include confirmed phone number, signature, and date. Dates need to correspond with the dates of the semester being appealed.)

<b>MEDICAL</b>	Submit dated documentation from physician, include dates of illness and explanation of reason for inability to attend classes. Include the physician's signature and phone number for confirmation. (Medical Bills do not meet documentation guidelines.)
<b>CONFLICT WITH EMPLOYMENT</b>	(Student should attempt to enroll in another section.)  Submit dated documentation from employer on letterhead showing change of work schedule. Include employer signature and phone number for confirmation.
<b>LOSS OF JOB</b>	Submit a copy of Discharge papers or Unemployment application.
<b>MOVE OUT OF AREA</b>	Submit dated letter from employer showing transfer on company letterhead, eviction notice, or other involuntary reasons for relocation.
<b>MILITARY</b>	Submit a copy of Military Orders with corresponding dates within the semester being appealed.
<b>CHURCH MISSION</b>	Submit a copy of Mission Call with corresponding dates within the semester being appealed.
<b>DEATH IN FAMILY</b>	Submit a copy of obituary and/or a copy of airline tickets in student's name. Immediate family: Grandparents, Parents, Children, Brothers and Sisters, Spouse (significant other).
<b>DIVORCE</b>	Submit a copy of Divorce Decree or letter from Attorney.

### DROPS/WITHDRAWALS COLLEGE POLICY:

If you decide not to remain enrolled in a class, it is your responsibility as a student to drop or withdraw from class. If you drop individual classes during the drop period (Fall and Spring semester, Summer term or published dates for block terms), you are entitled to an adjustment of tuition or refund. After the drop period registration status becomes a withdrawal and there is no adjustment of tuition or refund.