

## Registration Appeal

Appeals are granted for exceptional circumstances and are not guaranteed approval. A separate appeal is required for each semester. A maximum of three appeals may be granted during a student's SLCC academic career. Appeals will not be approved for courses older than five years or for courses that are graded A through D-, MC, or NM. After one year, courses with E's may only be changed to withdrawals; account adjustments and refunds will not be granted.

Last dates of attendance (LDA) are required for all students submitting appeals for the current semester. Students must ask their instructors to submit last dates of attendance to [registrationappeals@slcc.edu](mailto:registrationappeals@slcc.edu). Appeals cannot be processed until the LDA has been received.

### Exceptional Circumstances and Documentation

Appeals must include: A personal statement, official documentation, and a Degree Works Audit from an Academic Advisor (only if students plan to continue their studies/program). Students with financial aid, veteran's benefits, or have International student status must meet with the applicable department for a sign-off.

The nature of a student's exceptional circumstances determines the documentation required. Generally, exceptions are made only in those cases where events affecting enrollment are nonrecurring, catastrophic, or life-threatening and beyond the student's control. Documentation with dates are required.

A list of common exceptional circumstances and the documentation required for each can be found below. All official documentation submitted must be current, typed on professional letterhead, and pertaining to the time period in question.

- **MEDICAL:** Submit documentation from health professional. Dates of illness and explanation of reason for inability to attend classes must be typed on official letterhead with a health professional's signature and telephone number. Medical bills are not considered acceptable documentation.
- **EMPLOYMENT CONFLICT:** Submit documentation with employer signature and telephone number on letterhead detailing the dates and the nature of the change in employment which prevented the student from attending or dropping courses. Registration Appeals submitted for online courses due to an employment conflict may not qualify.
- **LOSS OF JOB:** Submit a copy of discharge papers or record of unemployment.
- **MILITARY:** Submit a copy of official military orders.
- **BEREAVEMENT:** Submit a copy of obituary or death certificate. Only the following can be considered: the death of a grandparent, parent, child, sibling, spouse, or significant other. The personal statement should indicate the student's relationship to the deceased.
- **DIVORCE:** Submit a copy of divorce decree or signed, dated letter from attorney on letterhead.
- **RELOCATION:** Submit signed letter from proper official detailing notice of involuntary location (e.g. Eviction, job transfer).

### The following are not considered exceptional circumstances:

- Over commitment
- Inability to pay tuition
- Misunderstanding deadlines or policies
- Difficult course material
- Change in career or major goals
- Academic Concern  
*as noted in the Student Code, a student may make a formal complaint to the faculty member or go directly to the Department or Division Chair. See Student Code and Conduct:*  
[http://www.slcc.edu/policies/docs/Student\\_Code\\_of\\_Conduct.pdf](http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf)

### Refunds and Tuition Adjustments for Dropped Courses

Refunds and/or tuition adjustments may be granted for courses taken within the year. Offsite fees for Continuing Education courses will not be refunded.

### Processing and Notification

Appeals for courses taken in the last year are processed within seven to ten business days; however, processing times may vary depending on peak registration periods and the nature of the appeal. Appeals for courses older than one year may be reviewed by the Registration Appeals Committee and can take up to three weeks to process. All decisions made by the Committee are final. Students will be notified of all decisions through their SLCC BRUINMAIL account.



# Registration Appeal

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I am filing a Registration Appeal for the following Semester or Academic Year: \_\_\_\_\_ Semester \_\_\_\_\_ Year

I am requesting that courses 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.

**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.

**During the semester listed above:**

I received financial aid benefits  NO  YES (If yes) Initials of FA Aid Advisor \_\_\_\_\_  
*\*The Financial Aid sign-off is only required for students who are appealing the current semester.*

I received veteran's benefits  NO  YES (If yes) Initials of Certifying Official \_\_\_\_\_  
*\*Disclaimer: The Registration Appeal and accompanying documents will be provided to the Veteran's Office.*

I had International student status  NO  YES (If yes) Initials of International Office Rep \_\_\_\_\_

Course Abbreviation	Course Number	Credit Hours	Instructor Name	Date of Last Attendance (LDA) <small>For current semester, instructor must email the LDA. See page 1.</small>

Appeals are granted for exceptional circumstances only and are subject to the Registration Appeal guidelines on the first page of this form. Incomplete forms will not be processed.

I have read the guidelines on the first page of this form and have provided the following:

Personal statement     Official Documentation     Financial Aid/Veterans/International Dept Sign-off

DegreeWorks audit reviewed by \_\_\_\_\_ (signature required for continuing students)  
signature of Academic Advisor

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

FOR OFFICE USE ONLY

Decision: \_\_\_\_\_ Reason: \_\_\_\_\_

Appeal # \_\_\_\_\_ Adjustment: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_