

# APPEAL FORM

Date Rec'd by Enrollment Services
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**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_ CIN \_\_\_\_\_  
                    (Last)                      (First)                      (M.I.)

Quarter \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please state clearly the situation and the action you are requesting. The extenuating circumstance and/or serious and compelling reason for the petition must be clearly stated on the appeal. An appeal is not complete without appropriate request forms (Appeal Form, Add and/or Drop Form if appropriate) and official documentation to support statements made in appeal. Your signature and date is required.

**NOTE:** Incomplete appeal forms will result in a **NO ACTION** decision. Please see reverse side for detailed instructions.

- LATE ADD                       LATE W/D (DROP RESULTING IN 'W' GRADE)                       OTHER

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR REGISTRAR'S OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

**ACTION TAKEN:**

<input type="checkbox"/> GRANTED	<input type="checkbox"/> GRADUATION	<input type="checkbox"/> NO DOCUMENTATION	<input type="checkbox"/> APPEAL TO RECORDS
<input type="checkbox"/> DENIED	<input type="checkbox"/> RECORD SVCS	<input type="checkbox"/> MEDICAL DOCUMENTATION	
<input type="checkbox"/> NO ACTION	<input type="checkbox"/> UNIV REGISTRAR	<input type="checkbox"/> SUPPORTING DOCUMENTATION	

By \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**SECOND REVIEW**

**ACTION TAKEN:**

<input type="checkbox"/> GRANTED	<input type="checkbox"/> GRADUATION	<input type="checkbox"/> NO DOCUMENTATION	<input type="checkbox"/> APPEAL TO RECORDS
<input type="checkbox"/> DENIED	<input type="checkbox"/> RECORD SVCS	<input type="checkbox"/> MEDICAL DOCUMENTATION	
<input type="checkbox"/> NO ACTION	<input type="checkbox"/> UNIV REGISTRAR	<input type="checkbox"/> SUPPORTING DOCUMENTATION	

By \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

<b>ACTION FOR RECORDS:</b> <input type="checkbox"/> SEND FOR GRADE(S)    _____ <b>TERM</b>	<b>ORDERED ON</b> _____
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## APPEAL INSTRUCTIONS

**NOTE: An appeal is required if you are requesting a late add after the enrollment period for the term; a drop after the emergency withdrawal period; special requests after published deadlines in the quarterly Schedule of Classes.**

The extenuating circumstance and/or serious and compelling reason for the petition must be clearly stated on the appeal. Your signature and date is required. The appeal is not complete without the appropriate request forms (Appeal form, Add and/or Drop Form if appropriate) and **official documentation** to support statements made in appeal.

**LATE ADD:** Attach the **PROGRAM CHANGE Request to Late Add** form with the signatures of the instructor, Dept/Division Chair, and College Dean. Be sure to clear all registration holds before submitting appeal. A late add must explain why the enrollment did not occur by the add deadline (not necessarily why the course is needed). Any letter from an instructor must be on university letterhead to be considered “official”.

**LATE DROP:** Attach the **Drop Request Form** with signatures of the instructor, Dept/Division Chair and College Dean when appropriate. Include official documentation supporting your serious and compelling reason for the late withdrawal. Only total withdrawals will be considered after the Emergency Withdrawal period. Be sure to clear all registration holds before submitting appeal. Drops during this period will result in a ‘W’ grade (no impact to GPA).

**OTHER SPECIAL REQUESTS:** Attach appropriate request form (Non-Traditional Grading, Petition for Reinstatement, Request for Student Leave of Absence) and official documentation.

**NOTE:** Refunds are **not** approved by the Registrar’s Office. Financial circumstances are not considered when Appeals are reviewed.

**Submit the completed forms to the Office of Enrollment Services, Administration 146. Call (323) 343-3840 after five (5) working days to obtain results of your appeal.**

*The following are **not** considered serious and compelling reasons: nonattendance; poor performance or grades; misjudgment of level of class work; failure to complete assignments or take a test; dissatisfaction with class materials, instructional methods, or instructor; participation in social activities; simple lack of motivation, or inability to pay fees.*

*Examples of **official documentation**: Letter signed by physician on letterhead stating dates treated and incapacity if applicable, letter signed by employer on letterhead verifying dates of employment and work schedule or change in work schedule, letter signed by faculty on letterhead verifying attendance or non-attendance in a particular course, letter from department on letterhead verifying information stated in appeal.*