

APPEAL FORM

Date Rec'd by Enrollment Services

PLEASE PRINT CLEARLY

Name _____ (Last) _____ (First) _____ (M.I.) CIN _____
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) NRD (DROP WITHOUT "W") OTHER

Student's Signature _____ Date _____

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

ACTION TAKEN:
 GRANTED GRADUATION NO DOCUMENTATION APPEAL TO RECORDS
 DENIED RECORD SVCS MEDICAL DOCUMENTATION
 NO ACTION UNIV REGISTRAR SUPPORTING DOCUMENTATION

By _____ Date _____

Comments: _____

SECOND REVIEW
ACTION TAKEN:
 GRANTED GRADUATION NO DOCUMENTATION APPEAL TO RECORDS
 DENIED RECORD SVCS MEDICAL DOCUMENTATION
 NO ACTION UNIV REGISTRAR SUPPORTING DOCUMENTATION

By _____ Date _____

Comments: _____

ACTION FOR RECORDS: SEND FOR GRADE(S) _____ TERM ORDERED ON _____

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).

NO RECORD DROP (NRD): Attach official documentation to support the serious and compelling reason for the No Record Drop request. (Inability to pay or wanting a refund from the Cashier's Office is not considered a serious and compelling reason as specified by the Chancellor of the CSU.) There must be evidence to support why the drop did not occur during the first seven days of the term. A No Record Drop does not guarantee refund of tuition paid. Cashier's requires a separate petition for refund consideration.

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.*