APPEAL FORM

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, Drop Form, Non-Traditional Grade Request, Petition for Reinstatement, Request for Leave of Absence, etc. as 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 W/D (DROP RESULTING IN ‘W’ GRADE)  ☐ OTHER

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Student’s Signature ____________________________________________________ Date ______________________

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

ACTION TAKEN:

☐ GRANTED  ☐ GRADUATION  ☐ NO DOCUMENTATION  ☐ APPEAL TO RECOR

☐ DENIED  ☐ RECORD SVCES  ☐ MEDICAL DOCUMENTATION  ☐ RECORDS

☐ NO ACTION  ☐ UNIV REGISTRAR  ☐ SUPPORTING DOCUMENTATION

By _____________________________________________ Date ______________________

Comments: __________________________________________________________________________________________

____________________________________________________________________________________

SECOND REVIEW

ACTION TAKEN:

☐ GRANTED  ☐ GRADUATION  ☐ NO DOCUMENTATION  ☐ APPEAL TO RECORDS

☐ DENIED  ☐ RECORD SVCES  ☐ 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 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, Drop Form, Non-Traditional Grade Request, Petition for Reinstatement, Request for Leave of Absence as appropriate) and official documentation to support statements made in appeal.

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 non-attendance in a particular course, letter from department on letterhead verifying information stated in appeal.