



STUDENT APPEAL FORM

Procedures: Students wishing to appeal an exception to a Northland Community and Technical College policy should complete this form and submit it to the registrar's office for processing. Please see the other side of this form for detailed instructions.

Name:	Star ID/Student ID:
Street Address:	Phone:
City/State/Zip:	Program:
Email Address:	

- Appeal for:
- Suspension/Academic Progress-You must schedule an **appointment** with a campus counselor or advisor to complete an Academic Improvement Plan. If your extenuating circumstances are of personal nature, please schedule an appointment with a campus counselor. **This plan must be completed before your appeal will be reviewed by the appropriate committee.**
 - Grade Appeal - This form must be submitted within 30 days of the term posting date. The student is responsible to discuss disagreements over a grade received with the instructor who assigned the grade.
 - *Tuition and Fee Refund for _____ credits from the semester _____ and year _____. Appeals concerning tuition, fees, and late withdrawals must be submitted by the end of the following term (fall, spring, summer). **Some fees are nonrefundable. *If you received financial aid, please check with the financial aid office before turning in your appeal. An approved tuition refund request may create a required repayment of financial aid.**
 - Other: _____

Please attach a statement of your request to this appeal form

On a separate piece of paper clearly state your request. Be specific about the reason for your request and your desired outcome. It is strongly recommended that appropriate supportive documentation, such as a doctor's statement, obituary, course syllabi, etc. be attached. See reverse side for additional information that must be included with this appeal.

Student Signature

Date

Campus Registrar Signature

Date Received

*****THIS SECTION MUST BE COMPLETED BY THE FINANCIAL AID OFFICE FOR TUITION REFUND REQUESTS*****

Approving this tuition refund will result in the student repaying \$ _____ in financial aid funds.

FAO Signature _____ Date

FOR OFFICE USE ONLY: Comments: _____

Recommendation: Approve Deny Table Decision: Approve Deny

Committee Chair Signature Date

President/VP/Dean Signature Date

Steps for Filing Student Appeal

Forms

- Complete the **Appeal** form accurately. **Seek assistance from a campus counselor, advisor, or registrar if you have any questions.**
- Financial aid reinstatement is a separate process. If you wish to request that your financial aid be reinstated you must complete the **Appeal/Petition for Reinstatement of Financial Aid** form.

Written Information and Documentation

- Clearly state your request, the reason for your request, and your desired outcome.
- Briefly state what has impacted your situation. For example, if you are appealing a suspension or requesting a tuition and fee refund, include information regarding any extenuating circumstances such as hospitalizations, illness, injury, or death of a relative that affected your situation.
- If you are appealing a suspension, it is very important to explain what has changed and what actions you have taken so that you will be more successful if your appeal is approved.
- **It is strongly recommended that you attach documentation supporting your request.** For example, if you are appealing a suspension because you were hospitalized or a family member died, attach copies of medical forms or obituary.
- If you are appealing for suspension/academic program reasons you must schedule an **appointment** with a campus counselor or advisor to complete an Academic Improvement Plan. If your extenuating circumstances are of a personal nature, please schedule an appointment with a campus counselor. **This plan must be completed before your appeal will be reviewed by the appropriate committee.**
- In some cases, extenuating or unusual circumstance documentation is required in order to review your appeal.

Process

- Return the completed Student Appeal form and supporting documentation to the campus registrar. Appeal/Petition for Reinstatement of Financial Aid forms also should be submitted to the campus registrar.
- The campus registrar will assign the appeal to the appropriate appeal committee or administrator.
- Students have the right to present their case in person to the committee at the committee meeting. Students must notify the campus registrar of their decision to present their case in person at the time they submit their appeal. Students intending to bring another person who can provide information regarding the appeal to the meeting must notify the campus registrar at the time they submit their appeal.
- The assigned committee or administrator will gather information, review the appeal and make a determination based on the merits of the information provided.
- Approval for readmission does not mean that financial aid is reinstated. Appeals for reinstatement of financial aid will be reviewed by the financial aid director.
- Students will be informed of the outcome of their appeal in writing.

Due Process Right

- If your appeal is denied, you have the right to appeal the original decision to the next level if you have pertinent information that was not considered previously or you feel the committee's decision was unfair.
- To appeal to the next level, you must complete the following steps within **ten business days** of the original decision:
 - Submit a new appeal including information that was not previously considered and supporting documentation along with a copy of the denied appeal to the campus registrar
 - Notify the campus registrar at the time you submit the new appeal if you would like to present your case in person
- The registrar will submit the new appeal to the next level.
- Students will be informed of the outcome of their appeal in writing.

Additional information regarding appeal processes may be found in the following policies at www.northlandcollege.edu by selecting About, scroll down, and click on Policies and Procedures:

**3240 Student Complaints and Grievances
3070 Academic Progress
3430 Grade Appeal Policy
3120 Transfer of Credit Policy**