**Morgan Community College COVID-19 Enrollment Appeal Process**

Due to the unique circumstance of the COVID-19 pandemic and the challenges it has caused for higher education, MCC wants to ensure that students are aware of the appeal processes available to them if the pandemic prevents them from completing the spring 2020 term. The process below describes how a student may request an Administrative Withdrawal, with or without tuition credit, due to extenuating circumstances related to the COVID-19 pandemic. Although the appeal is available, it is in student’s best interest to complete the course if they can do so.

**Prevention**

* Email will be sent to all students
* Appeal information will be posted on our COVID-19 page
* Students will be contacted by instructors for course completion options. For example, course extensions, Incompletes, etc.

**Appeal Process**

1. Student completes Extenuating Circumstances Appeal form (https://www.morgancc.edu/covid-appeal), available on our COVID-19 webpage and on our Student Forms webpage
2. The Extenuating Circumstances Appeals committee will review the appeal within 7 business days from receipt and send a response to the student letting them know if this will be approved, pending, or denied. *All Extenuating Circumstance Appeals not related to COVID-19 will be processed as usual and reviewed by the Extenuating Circumstance Appeals Committee within 30 calendar days of receipt*
	1. If pending, students will be contacted through their student email account regarding additional information needed for the appeal to be completed. For appeals related to the COVID-19 pandemic, all supporting documents requested for a pending appeal will need to be submitted by June 8th for consideration
	2. If approved or denied, students will be informed of the appeal outcome through their student email account
3. The deadline for COVID-19 related appeals is the final day of the course related to the student’s appeal

**Documentation for appeals relating to COVID-19**

Examples of documentation related to COVID-19 appeals includes but is not limited to:

* Documentation of disability indicating the accommodation cannot be supported by virtual instruction
* Instructor recommendation (would need to show a passing grade before online instruction began)
* [Medical Documentation Form](https://www.rrcc.edu/sites/default/files/Medical_Documentation_Form.pdf)
* Technology challenges
	+ Email documentation of technology challenge
	+ Attempts to create access to computer or Internet to participate in online learning has not been successful
* Recommendation of VPI and/or VPSS as appropriate
* Provide documentation from instructor an Incomplete is not possible for the course. If the incomplete is not possible because student does not meet minimum grade of C requirement, the request will be denied

The intent of our COVID-19 Appeal Process is to help students in a timely and non-burdensome manner. Should you have difficulty navigating the process or need assistance, please contact MCCAdvising@morgancc.edu for assistance.