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**Late Drop for Institutional Error Appeal**

The Late Drop for Institutional Error appeal will only be considered in situations where a MCC staff made an error in advising, enrolling, or processing a student enrollment, drop, or withdraw, which is unknown to the student prior to the dates which allow the students to drop or withdraw prior to established dates and deadlines for the term. If the student is aware of such error prior to the established dates, it is the student’s responsibility to drop from the courses.

**If approved, a late drop will be processed that will remove any tuition/fee charges related to the course.**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_Zip: \_\_\_\_\_\_\_Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_Alt Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_

Appeal term: \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer Year \_\_\_\_\_\_\_\_\_\_\_\_

Courses you wish to appeal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed meeting with Academic Advisor (Required):

 \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_Academic Advisor Signature

Did you:

 Receive Financial Aid in the appeal term? 🞎 Yes 🞎 No If yes, Fin.Aid Rep. Signature\_\_­\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Receive Veterans Benefits in the appeal term? 🞎 Yes 🞎 No If yes, VA Rep. Signature\_\_­\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT SIGNATURE (Not required for Instructor Drop for No Show)**

I am requesting a late drop from the courses listed above based on institutional errors that were outside of my knowledge/control. I have been advised of any possible financial aid and/or academic consequences that may result from this late drop appeal if approved.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NATURE OF INSTITUTIONAL ERROR – (TO BE COMPLETED BY MCC ADVISOR/STAFF)**

Check the one reason that applies to the situation:

 🞎 Advising Error (Explain below)

 🞎 Instructor Drop for No Show in class – instructor failed to process drop request before census

🞎 Student not eligible to participate in class (doesn’t meet prerequisites, background checks, etc.) (Explain below, including when the student was determined to be ineligible)

🞎 Other (Explain below)

Explanations for errors above (include details such as instructor/advisor names, dates of last attendance, etc.:

MCC Advisor/Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit Late Drop for Institutional Error Appeal forms** to the Controller at Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701. Rev 5/18