

Tuition Credit and/or Late Withdrawal Appeal Information for Extraordinary Circumstances Only

The Extenuating Circumstance Appeals Committee may approve a late withdrawal and/or tuition credit for emergencies that exist beyond the students' control preventing compliance with the established drop and withdraw deadlines for the course.

Appeal guidelines

- The appeal reason must meet **all** of the below criteria:
 - The circumstance must be severe enough that it caused you to miss a significant number of class sessions or class assignments.
 - The circumstance must be something that occurred after the deadline to drop your class for a refund or to withdraw from the course.
 - The circumstance must be something that was beyond your control or choice.
- Appeals must be submitted no later than the semester after the semester being appealed (for example, an appeal for the Fall 2018 semester must be submitted by the end of the Spring 2019 semester).
- Repeated appeals for the same reason or circumstance will not be considered.
- You must be able to provide appropriate documentation supporting your appeal.
- If an appeal is denied, a student may request to have the appeal reconsidered by the committee, only if the student can supply additional documentation to support the extenuating circumstance. When a second review is requested, the decision made by the committee is final.

Appeal reasons

- **Medical emergency** is a severe medical illness or serious injury that involves either the student, an immediate family member (spouse, children, and parents), or a person with which the student has a significant relationship (must provide an explanation of the significant relationship).
- An **employment change** for the student is considered only if it is a mandatory change to your work schedule that was beyond your control. Accepting a new job or promotion is not a valid reason to appeal and appeals for this reason will be denied.
- **Death** is a death involving a family member (spouse, children, and parents) or a person with which the student has a significant relationship (must provide an explanation of the significant relationship).
- As a general guideline, only appeals for medical emergencies, mandatory employment changes and death will be considered. The committee will consider other life events on a case-by-case basis. The "other" life event needs to be an extraordinary issue faced by the student that prevented them from completing their coursework.
- A request based on an **institutional error** will be considered upon receipt of a Late Drop for Institutional Error form from an Academic Advisor. The form must be completed documenting the circumstances of the error. These requests will be reviewed by the Controller and V.P. of Student Success.

Appeal process

- You must first meet with an academic advisor to begin the appeal process.
- If the deadline to withdraw is not passed, you must withdraw before submitting the appeal. (Financial aid recipients are encouraged to talk to a Financial Aid representative before taking any action to withdraw.)
- Complete the Tuition Credit and/or Late Withdraw Appeal form.
- Submit a personal statement **no longer than one page** that explains your extraordinary circumstance, why you were unable to drop before the drop deadline, and a timeline of events.
- Attach appropriate documentation for your appeal type (Examples below):
 - Medical emergency – the MCC Medical Documentation form. In addition to the form, you may submit letters from a physician if needed.
 - Employment Change – signed and typed letter on company letterhead from your supervisor or Human Resources Office that specifically states the dates, times, and reasons for the employment changes.
 - Death – you must submit a dated newspaper clipping, funeral notice or death certificate. If your relationship to the deceased is not immediately apparent from the documentation, please provide proof of relationship.
 - Other – you must submit details of what the extraordinary event is, and how it prevented you from completing your coursework.
- The appeal packet must include all required signatures to be considered.
- The appeal must indicate if you are appealing for a late withdrawal, tuition credit, or both.
- Completed Extenuating Circumstance Appeal packets will be reviewed and the student will be notified by MCC email (student email account) of the committee's decision within 30 calendar days.
- If a tuition credit is approved with the Extenuating Circumstance Appeal, the student will receive a tuition credit equal to the amount of tuition only. Fees and books are not eligible for a credit through the Extenuating Circumstance Appeal. The credit will be applied as follows:
 - Refunded to any third party that paid the original tuition.
 - Repayment of any federal financial aid owed to MCC due to the appeal.
 - Credit to the student account for any balance due.
 - For any remaining tuition credit, the student will receive a tuition award certificate that may be used in any one semester for one year following the semester of the appeal.
- **Submit Completed Extenuating Circumstance Appeal packets** to the Controller at Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701.

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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 _____

Reason for Appeal – check the one reason that applies to your situation and see other side for acceptable reasons and required documentation:

Medical Emergency Employment Change Death Other

I am appealing for:

Late Withdrawal Tuition Credit Late Withdrawal and Tuition Credit

Appeal Checklist (please read and initial all of the statements below):

(Initials)

_____ I have carefully read the Tuition Credit and/or Late Withdraw Appeal Information form.

_____ I have attached a typed personal statement (no longer than one page).

_____ I have attached all required documentation.

_____ If receiving Financial Aid, I have talked with the Financial Aid Office representative.

_____ If receiving Veterans Benefits, I have talked with the Veterans Affairs representative.

_____ I have completed this form in its entirety.

Your signature below certifies that your statements and the supporting documentation you provide are true and accurate representations of your situation and that you have read this form and understand its contents. Once an appeal has been approved or denied, it is not reversible. Please ensure that you fully understand how the appeal will impact your account and your records.

I have carefully read both sides of this appeal form and I certify that the above information, my personal statement and all attached documentation are correct to the best of my knowledge.

Student Signature: _____ Date: _____

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