

### STUDENT APPEAL FORM

Procedures: Students wishing to appeal 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:	

Check all that apply:

- Academic Suspension
- Financial Aid - \_\_\_ Financial Aid Reinstatement \_\_\_ 2<sup>nd</sup> Level Financial Aid Reinstatement \_\_\_ 150%
- Grade Appeal - [3430 Grade Appeal Policy](#)
- Tuition and Fee Refund for \_\_\_\_\_ credits from \_\_\_\_\_ semester \_\_\_\_\_ year
- Waive balance due to Northland Community and Technical College (Late fees, R2T4, Books)
- Change FW/FN to W (Late withdraw) grade
- Other: \_\_\_\_\_
- Second Level Academic Appeal – I have been denied my initial appeal and would like to appeal to next level available.
- I would like to attend the appeals meeting to address the committee.

**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

\_\_\_\_\_  
Registrar Office/Financial Aid Office 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: \_\_\_\_\_ 03/2021

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator.

# Steps for Filing Student Appeal

## Forms

- Complete the **Appeal** form accurately. **Seek assistance from a counselor, advisor, or registrar if you have any questions.**
  - Attach a letter (See Written Information and Documentation)
  - Attach Documentation
- If you are appealing both enrollment and financial aid suspensions, the same letter and documentation will be used for both appeals.

## 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, schedule an appointment with a counselor or advisor to complete an Academic Improvement Plan (AIP); include a copy of the completed AIP with your appeal. If your extenuating circumstances are of a personal nature, please schedule an appointment with a counselor.

## Process

- Return the completed Student Appeal form and supporting documentation to the registrar's office on either campus.
- The registrar's office 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 registrar's office of their decision to present their case in person at the time they submit their appeal.
- The assigned committee or administrator will gather information, review the appeal, and make a decision based on the information provided.
- If appeals are approved for enrollment/admission it does not mean that financial aid is reinstated. Appeals to reinstate financial aid are reviewed by the financial aid director and decisions may differ from enrollment/admission decisions.
- Students will be informed of the outcome of their appeal by letter or email.

## 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, return the completed Student Appeal form and supporting documentation to the registrar's office on either campus 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.
- The registrar's office will submit the new appeal to the next level.
- Students will be informed of the outcome of their appeal by letter or email.

**Additional information regarding appeal processes may be found at [Northland's Policies and Procedures](#).**

**[3240 Student Complaints and Grievances Procedures](#)**

**[3070 Academic Progress](#)**

**[3430 Grade Appeal Policy](#)**

**[3280 Fresh Start Policy](#)**

**[3120 Transfer of Credit Policy](#)**

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This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service by dialing 711 (toll-free nationwide).