

Montcalm Community College Registration Appeal

The Registration Appeal Process may be used to request an appeal to the published withdrawal/refund policies due to extenuating circumstances such as military deployment, medical emergencies, permanent changes in employment status, and/or family related illness or death. Students may not utilize the registration appeal for circumstances which arise prior to the end of the late drop period.

Each request will be considered individually and will be decided based on its own circumstances and merits. All decisions will be rendered in writing to the student, within 60 days via U.S. postal service or student email.

To be considered for a Registration Appeal, a student must complete and submit the appeal form to the Dean of Student and Enrollment Services by no later than 6 months from the end of the semester for which the appeal is requested.

The appeal form must be completed in its entirety, and all documentation submitted with the completed form, to be considered for appeal. Applications without supporting documentation will not be considered for appeal.

Circumstances for which the appeal may be considered:

Military duty: induction of the student into the US military. Submit the induction notice or military orders clearly displaying the date of induction or call up.

Medical: a physical or mental health professional must describe in writing the medical condition, how it will interfere with coursework, and must indicate that withdrawal from all courses is necessary. This statement must be on the provider's original letterhead and signed by the health care provider. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are **not** acceptable documentation.

Bereavement: death of an immediate family member (spouse, child, parent) or death of the student, during the semester of the appeal. A death certificate, obituary, or death notice must be submitted. Documents must clearly indicate the relationship of the deceased to the student. Documentation to support the necessity for appeal are needed.

Permanent changes in employment: if your employment situation has changed so that you are no longer able to attend your classes because of your work schedule, you should provide a letter from your employer on company letterhead indicating the start date of the change and an explanation of the circumstances.

Circumstances in which this policy would not apply:

Failure to drop classes within the add/drop period outlined in the class schedule. Students are responsible for knowing these dates and will be obligated to pay any tuition and fees resulting from dropping after the deadline.

Issue related to an academic complaint – these are handled through the academic appeal process.

It has been over 6 months from the last day of the term in which course(s) were dropped/withdrawn. No exceptions.

Failure to confirm a withdrawal submitted in person or using the online registration system.

Acceptance into another school or due to incarceration – these are not accepted as valid extenuating circumstances.

Additional guidelines:

Filing an appeal does not relieve current obligations to MCC. Students are responsible for all charges assessed on accounts pending a decision on your appeal.

Printed/published material, such as registration forms, guide sheets, class schedule information, web directions and the catalog take precedence over verbal information.



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Montcalm Community College Registration Appeal Form

Please read, complete, and submit this form no later than 6 months from the end of the semester for which the appeal is being requested.

Student Name _____ Student Id# _____
First Last

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

Semester for which appeal is being requested Fall Spring Summer Year: _____
Circle One

Courses being appealed _____

Attach all documentation and a letter of explanation for the request. Describe in detail the circumstances leading you to requesting a Registration Appeal.

Circle the basis for your request:

Military duty Work related Medical Bereavement

Other: _____

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I understand the following:

I am applying for a registration appeal based on the specific situation which I have described above, and for which I have attached appropriate documentation. I assume responsibility for all enrollment changes that may occur based on the outcome of this appeal. The changes to my academic record and financial status with the college are irreversible. By submitting this appeal I may owe money to MCC for my tuition, fees, and bookstore purchases. If I received financial aid, I have spoken with an officer of financial aid. If I have not withdrawn from the courses that are being appealed, a withdrawal for all courses will take place, as a part of this appeal. The decision regarding this appeal is final.

Student Signature (Required)

Date



Montcalm Community College

2800 College Drive, Sidney, MI 48885 989-328-1277 registration@montcalm.edu