

Students may request an exception to college policy or procedure when extenuating circumstances have occurred. **Carefully read the Steps for Preparing Your Appeal below before submitting your appeal.**

First Name:	Last Name:	Student ID#:
Email Address:	Phone:	
Mailing Address:	Apt:	
City:	State:	Zip:

Steps for Preparing Your Appeal:

Step 1: Prepare a typed (not handwritten) statement that clearly answers the following questions:

1. *What do you want to happen as a result of your appeal?* Clearly state what you are requesting.
2. *Why is the appeal justified?* Clearly state the reason you believe your appeal should be approved.

Step 2: Attach supporting documentation of circumstances beyond your control. Be aware that your request may not be processed if you do not include relevant documentation. **See page 2 for examples of documentation.**

Step 3: If you are requesting a course drop, refund, tuition waiver or late withdrawal, check the reason for your appeal:

- Student illness/hospitalization
- Death or illness of immediate family member
- College error
- Other:

Please note: After one year, appeals for refunds are not considered. Appeals for late withdrawals and/or refunds based on the following circumstances will not be considered:

- Inability to pay
- Lack of knowledge of or disregard for college drop, refund and withdrawal policies or deadlines
- Failed online drop/withdrawal attempts
- Dissatisfaction with the instructor, class or grade
- Change in marital status
- Taking a new job
- A condition pre-dating the term/course start date
- A recurring condition, when previously approved for a prior term
- Work schedule change (unless a condition of maintaining existing employment; documentation on employer letterhead required)
- Child care or transportation issues
- Lack of understanding of or disregard for course prerequisite or placement requirements

Return the completed form, along with your typed statement and documentation, to the Enrollment Center in person (College Center building, upper level) or by fax, email or mail:

- Mail: Inver Hills Community College / Attn: Enrollment Center / 2500 East 80th Street / Inver Grove Heights, MN 55076
- Fax: 651-450-3677
- Email: appeals@inverhills.edu

Allow 21 calendar days for processing.

Student Signature:	Date:
Inver Hills Employee Signature (if appropriate):	Date:

Appeal Results

Approved
 Denied
 A decision cannot be made at this time because additional documentation is needed. See comments below.

Administrator Comments:

Administrator Signature:	Date:
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Required documentation for student appeals

Appeal due to student illness: Your health care professional must provide the following information on medical facility letterhead: the date you were diagnosed, the dates you were unable to attend class due to a medical issue, the name of the facility where you were treated, and the name and signature of your healthcare professional. The illness should have prevented your participation and attendance from all classes for at least two weeks. An appeal based on a pre-existing or recurring condition may not be approved.

Appeal due to illness or death of immediate family member: Appeals will be considered only for a spouse, child, sibling, parent, or other of whom you are the legal dependent or legal guardian (documentation of legal dependent or guardian status is required). Your appeal must include: the date of the diagnosis or death, the dates you were unable to attend class, the identity of and your relationship to the person you were responsible for assisting, official documentation of the person's medical situation and a written statement that addresses why it was necessary for you to act as the primary care giver and why acting as the person's caregiver prevented you from attending class. The circumstances should have prevented your attendance for a minimum of two weeks. If your situation required out of state or country travel, attach a copy of your travel itinerary prepared by the airline or travel agent. If the appeal request is due to a death of an immediate family member, include a copy of the obituary or death certificate.

Appeal due to college error: Include an explanation of the error and supporting documentation. Without supporting documentation, your appeal will not be considered.

Appeal for residency classification: Visit <http://www.mnscu.edu/board/policy/202.html> for a description of the circumstances under which a student may be classified as a Minnesota resident. Examples of supporting documentation include (but are not limited to): a letter from your employer with your date of hire and verification of current employment; last year's taxes; legal documentation of being a spouse or dependent of a Minnesota resident; permanent resident card; Visa; Employment Authorization Card; proof of refugee or political asylum.

Appeal for other reasons: When appealing for other reasons make a clear case for your appeal and submit supporting documentation.