



ADMISSIONS AND REGISTRATION APPEAL

The purpose of this form is to provide students with the opportunity to submit a formal appeal to the Registrar for policy exemption and other special requests related to Admissions, Student Records (including documentation, student information, academic standing, etc.), Registration, Transfer Credit and Graduation, or Financial Aid.

Student Name	Student ID
Address	City
Telephone #	Email

Instructions:

- ✓ Briefly identify the purpose for your appeal, and explain why you should be granted an exemption from the established policy. Please use the back of this form if more writing space is needed.
- ✓ Attach supporting evidence, if applicable.
- ✓ Submit this form and supporting evidence to the Office of the Registrar.
- ✓ You will be notified of the outcome by email within 3-5 business days.

What is the purpose of your appeal?	
Why should it be approved?	
Student Signature	Date

OFFICE USE ONLY <i>(Please do not write in this area)</i>		
Decision:		
Comments:		
Name (please print)	Signature	Date Signed
		Date Student Notified