

Registration Appeal Form – Credit Courses

Students who receive financial aid (Pell, Grants, Loans, Scholarships) should contact the Student Financial Aid Office at 240-500-2473 or <u>finaid@hagerstowncc.edu</u> before making any registration changes to their schedule.

Please read HCC's appeal policy before submitting an appeal. HCC's complete appeal policy is found in our <u>college catalog</u> under the section "Paying for College." Students will receive a response in writing from the Registrar regarding the outcome of their appeal. Appeals will be reviewed monthly and should be submitted prior to the 15th of each month for consideration for that month. Students will receive a written response (letter) within two weeks after the Registration Appeals Committee meets, which is at the end of every month.

Please note: Registration appeals are not to be submitted in lieu of formal grade appeals and/or in cases of academic program dismissals. Students who are requesting an appeal based on course related issues or academic program dismissals must first meet with the instructor and division director. Students seeking a grade change should consult the Student Grade Appeal process outlined in the <u>Student Handbook</u> or where applicable, consult the program handbook.

Student Name		HCC ID Number	
Phone Number	Student email		@student.hagerstowncc.edu
Semester of Appeal:	Fall Spring Spring	Year	Summer Year
1. List all Courses for	appeal review (Course #s Required)		

- 2. What type of appeal are you seeking?
- Late drop You are requesting to drop your courses without any grades appearing on your transcript.
 <u>You are still responsible for all charges (tuition, fees, etc) for the courses including any balance after financial aid adjustments.</u>
- □ Late withdrawal You are requesting to withdraw from courses. A grade of "W" will appear on your transcript. You are still responsible for all charges (tuition, fees, etc) for the courses including any balance after financial aid adjustments.
- □ **Refund appeal** You are requesting a refund and to be dropped/withdrawn from **ALL** courses listed in **#1 above**. Any non-financial aid payment that you have already made will be refunded to you, any balances resulting from these courses (tuition and fees) will be removed from your account, and your financial aid will be adjusted accordingly. You will only be responsible for payment of the nonrefundable registration fee and any accrued charges such as campus store charges. *Refunds are generally not awarded if the student's tuition balance has been turned over to a collection agency; these cases will be reviewed by the Dean of Students*.

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3. Do you receive any of the following benefits? (This information has no bearing on decision but required to review each account)

Veterans Benefits

4. Indicate the reason below for your appeal. On a separate sheet of paper or email, you are required to provide a detailed written statement explaining the circumstances of your appeal. This statement should be typed and should include how these circumstances specifically affected your ability to complete your courses. Include any relevant documentation that may support your appeal. Appeals will not be considered without a written statement from the student requesting the appeal and appeals must include documentation to verify the student's claim.

Military Duty - Any currently enrolled student who is called for military duty shall, at
their request, be dropped from all uncompleted courses without grade and be
granted a refund of all tuition & fees paid with presentation of military orders.

- Illness/Injury Provide a detailed explanation of the situation including how the occurrence specifically affected your ability to complete courses. Supporting medical documentation from the physician or hospital is required.
- **Bereavement** Provide an explanation noting your relationship to the deceased and how the occurrence specifically affected your ability to complete courses. Supporting documentation is required (e.g. an obituary, funeral notice, certificate of death, etc.).
 - **Other** These appeals require highly extenuating circumstances that were outside of the students' control. Be thorough in explaining in your statement.
- 5. Submit your appeal and supporting documentation to the Office of Records:

By mail	11400 Robinwood Drive, Hagerstown, MD 21742	
Fax	301-791-9165	
Email	records@hagerstowncc.edu	
In person	Administration and Student Affairs Building, Room 403	

6. The Registration Appeals Committee meets at the end of each month. For full consideration each month, please submit your appeal with documentation by the 15th. You will be notified of the committee's decision in writing within two weeks after the committee meets. If you disagree with the decision, you can appeal it in writing to the Dean of Students by completing a student assistance form at this link: http://www.hagerstowncc.edu/faculty-staff/incident-reports/student-reports/student-report-forms

7. Student Signature

Date _

Hagerstown Community College only grants registration appeals under extraordinary circumstances. It is the student's responsibility to drop their courses prior to the established deadline. After the published deadline, appeals to the policy must be made by using this form and submitting it to the Office of Records as indicated above. <u>A written statement of explanation and supporting documentation must be included</u>. Refunds are generally not awarded if the student's tuition balance has been turned over to a collection agency; these cases will be reviewed by the Dean of Students. This will require a minimum of 30-45 days to review.