WITHDRAWAL APPEAL PROCESS

If a student feels he or she has an extenuating circumstance which justifies an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee.

- The appeal process is limited to enrolled courses taken within the last three (3) semesters prior to the semester when the request is made. (Appeals for semesters beyond this limit will not be reviewed.)
- All request must be submitted in writing to the Withdrawal Appeal Committee and must include supporting documentation (e.g. copies of registration form, drop/add forms, medical verification) and the Tuition Refund Appeal Form.
- The Committee cannot change grades for completed courses. A withdrawal from the course(s), will be approved, if warranted and within the published withdrawal guidelines.
- Medical withdrawals are limited to all, not some, courses within a semester unless it can be documented that the medical issue is directly related to the course being disputed.
- Appeals received without the proper documentation and form will not be reviewed.
- Appeals must be made by the student. Appeals made on behalf of a student will not be reviewed.
- Appeals are limited to one per student.

Withdrawal procedures and add/drop refund dates are widely publicized. Therefore, appeals based on lack of awareness of these issues will not be reviewed.

The Committee’s decisions are final.

Criteria for Appeals

- Death in the student’s immediate family (parent, sibling, offspring, spouse)
- Unforeseen medical incapacitation of student or immediate family
  - Illness or injury of the student of such severity or duration that competent medical authority certified that completion of the course is/was precluded.
  - Family circumstances of such severity that the student’s presence is/was required away from school and precluded completion of the course.
- Involuntary call to Military Duty – orders must accompany appeal
- Advising error by College employee (includes failure to meet course prerequisites—documentation required)

The Withdrawal Appeal Committee does NOT, under any circumstances, take phone calls or schedule appointments. All appeals MUST be submitted in writing.

IMPORTANT!

Before requesting retroactive cancellation and/or tuition refund appeal, you need to discuss the implication with a financial aid advisor so your decision will be based on a clear understanding of the consequences of withdrawing from courses. Retroactively canceling courses may result in being billed for financial aid that has been disbursed based on your original enrollment.
Withdrawal Appeal Form

Name________________________________   Date________________________

I.D. # ________________________________   Appeal Term _________________

Address_______________________________   Phone # _____________________

_____________________________________

Please include a letter describing the reason for your appeal, as well as any supporting documentation, with this form. Appeal letters must be written by the student; those written on behalf of the student will be returned.

Appeals received without proper documentation will be returned. Those received for semesters after the cutoff will not be reviewed.

Withdrawal approval does not automatically result in reduced tuition and fee cost or in the removal of assigned collection fees. Financial aid awarded for the requested term will be subject to the College policies described in sections of the Dutchess Community College Catalog describing the Tuition and College Fee Refund Policy, Delinquent Accounts, and Withdrawal Policy for Recipients of Federal Title IV Grants and Loans.

The Withdrawal Appeal Committee does NOT, under any circumstances, take phone calls or schedule appointments. All appeals MUST be submitted in writing to:

Withdrawal Appeal Committee
c/o Student Accounts Office
53 Pendell Road
Poughkeepsie, NY  12601

Or faxed to:
(855) 207-3993

To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate.

____________________________________________

Student Signature