APPEAL FORM

NATURE OF APPEAL:

____ Academic Suspension
____ Missing deadlines (Lack of knowledge regarding deadline is not a reason for which an appeal will be granted.)
____ Admissions Appeal
____ Medical withdrawal (professional documentation must state when the health issue started and how the condition significantly altered ability to continue classes.)
____ Accommodation Requests
____ Housing/Meal Agreement
____ Missing deadlines (Lack of knowledge regarding deadline is not a reason for which an appeal will be granted.)
____ Other (please list): _______________________

STUDENT INFORMATION:

Name: ____________________________ Phone: __________________________
Address: ____________________________ Student ID # _________________________
City: ____________________________ State: ____________ Zip: _________________________

REQUIRED ATTACHMENTS - Appeals must be typed to be accepted and must include:

1. Explanation for the appeal, including any pertinent information relating to the request and outlining, if applicable, why requirements were not met (deadlines, etc); and
2. Supporting documents relevant to the explanation (hospital forms, etc)

Failure to turn in all requested items may result in denial or delays

* Any student who has indicated that they were/are in an abusive situation are encouraged to call 660-359-3948 and make an appointment with the Title IX Coordinator (EXT 1500) or Dean of Student Services (EXT 1418). They can discuss your options and offer resources and referrals. Students can view additional information and policy by accessing the NCMC website, “Resources for Victims of Crime,” “Clery Security Report,” and the NCMC Board Policy Manual. Please note acts of violence may fall under Clery policy and/or Title IX guidelines. Students always have the option to report acts of violence and other crimes to local law enforcement. The Title IX Coordinator or Dean of Student Services can assist you in making a report.

Circumstances under which an appeal may NOT be granted:

1. Lack of knowledge regarding deadlines or policies
2. Disagreement with institutional policy

If an appeal involves a situation that could have been anticipated (ex. cost of classes or housing), or involves something within the student’s control (ex. lack of motivation/interest, academic overload, inability to problem-solve issues such as loss of internet service, car issues, repeated weather absences), a granted appeal is unlikely.

Student’s Signature ____________________________ Date ________________

If you prefer to schedule an appeal meeting, please contact the Student Services Coordinator (EXT 1418). Appeal form and required documentation must be received prior to your scheduled meeting.

Return form and attachments to:
Student Services Coordinator
North Central Missouri College
1301 Main Street
Trenton, MO 64683
Fax: (660) 359-2211
Phone: (660) 359-3948, ext. 1418

FOR OFFICE USE ONLY
Appeal Date: ____________ Appeal Time: _______
Decision via: Mail: _____ E-mail: ____ In person____
_______ Approved _________ Not Approved

Rev. 12/4/15