

DUTCHESS

COMMUNITY COLLEGE

Withdrawal Appeal Instructions

If a student has an extenuating circumstance which justifies an exception to the published DCC withdrawal policy, the student may submit an appeal to the Withdrawal Appeal Committee. **Please note the conditions below:**

- Appeals must be made by the student. Appeals made on behalf of a student will not be reviewed unless there is supporting documentation indicating that the student is incapacitated **and unable to submit the appeal.**
- All requests must be submitted in written form to the Withdrawal Appeal Committee at withdrawalappeals@suny dutchess.edu using the Withdrawal Appeal form. **The Withdrawal Appeal Committee does NOT, under any circumstances, take phone calls or schedule appointments.**
- Appeals are limited to tuition and fee charges only**. **Campus housing and dining expenses are based on the signed housing contract and not within the purview of the Withdrawal Appeals Committee.**
- The appeal process is limited to enrolled courses for a semester/session within eighteen (18) months of the start of the current semester/session.
- Appeals must be for all, not some, courses within a semester/session unless it can be documented that the issue **presented** is directly related to only select course(s) **within the semester /session for the appeal.**
- The Committee cannot **approve a withdrawal appeal for a semester that includes any course(s)** with a grade 'D' or higher.
- **All appeals must fit a criterion (see list below). The application should be accompanied by a letter of explanation from the student as well as supporting documentation (see list below).**
- Appeals are limited to one per student throughout the entirety of their time at DCC.
- **With the approval of a withdrawal appeal the student accepts responsibility for the impact of the approved withdrawal appeal upon current and/or future financial aid eligibility.** This includes the student's eligibility relative to satisfactory academic progress, grade point average, and other financial aid regulations.
- The **determination of the Withdrawal Appeal Committee is final and not subject to further appeal.**

Criteria for Appeals	Required Supporting Documentation
Death in the student's <u>immediate family</u> . (limited to: parent, legal guardian, or designated caregiver, sibling, child, spouse/domestic partner)	Death Certificate or Obituary clearly identifying the relationship of the student to the deceased as a parent, legal guardian, or designated caregiver, sibling, child, spouse/domestic partner.
Unforeseen medical incapacitation of the student or in the student's immediate family. (limited to: parent, legal guardian, or designated caregiver, sibling, child, spouse/domestic partner)	Signed letter from the student's or immediate family member's medical professional on official letterhead verifying that: <ul style="list-style-type: none"> • The student was medically unable to complete their courses during the semester of the appeal • The family member's medical circumstances were of a severity that the student's presence was required away from school and precluded completion of the course(s) during the semester or session.
Involuntary call to Military Duty	Official orders documenting an involuntary call to active Military Duty
Simultaneous enrollment and subsequent attendance at another College or school for the same academic term as the appeal.	Proof of enrollment, transcript, schedule, or letter of enrollment and attendance from Registrar's Office at the other College or school
Advisement or registration error by a College employee (Includes failure to meet course pre-requisites)	Letters or emails providing proof that the student was misadvised or that there was a College employee created a registration processing error.

Important!

**** Recipients of financial aid or scholarships , should discuss the implication of a Withdrawal Appeal with an Assistant Director in Student Financial Services on financial aid and any awards made for the semester of the withdrawal appeal or subsequent semesters. An approved withdrawal appeal requires that the College return any financial aid received which may result in the student being required to return financial aid disbursed to the student prior to the processing of the withdrawal appeal to include any change to the student's academic record with Dutchess Community College.**

**Dutchess Community College
Withdrawal Appeal Form**

Name: _____ **Date:** _____

A00 ___/___/___/___/___/___ **Semester for Appeal** _____

Current Address: _____

Phone number: (_____) _____ -- _____

Best Email address: _____

Please indicate the intent of your appeal (select all that apply):

I would like to be withdrawn from all of my classes for the appealed term

I am also requesting a refund or billing adjustment with approved withdrawal appeal

Please include a letter describing the justification for your appeal, as well as the required supporting documentation as noted in the directions for a withdrawal appeal.

Please email all documents to: withdrawalappeals@sunydutchess.edu

Or submit by mail to: **Withdrawal Appeal Committee c/o Student Financial Services
53 Pendell Road
Poughkeepsie, NY 12601**

Withdrawal Appeal approval does not automatically result in reduced tuition and fee charges, or in the removal of assigned collection fees. Financial aid awarded for the withdrawal appeal term will be subject to the College policies described in sections of the Dutchess Community College Catalog outlining the current Tuition and College Fee Refund Policy, Delinquent Accounts. The Withdrawal Appeal Policy follows regulations as established for recipients of Federal Title IV Grants and Loans, New York State Financial Aid or scholarships.

I understand the information on this form and I accept the Committee's decision as final and not subject to further appeal.

Student Signature

Date

03/15/2024