

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.

- The appeal process is limited to enrolled courses in a semester/session within eighteen (18) months of the start of the current semester/session.
- All requests must be submitted in writing to the Withdrawal Appeal Committee at withdrawalappeals@sunydutchess.edu using the Withdrawal Appeal form. All appeals must fit a criterion as listed and include supporting documentation (please see the table below).
- Appeals received without the proper supporting documentation (see list below) will not be reviewed.
- The Committee cannot change grades for completed courses with a grade 'D' or higher.
- Appeals must be for all, not some, courses within a semester unless it can be documented that the issue is directly related to only the select course(s) being disputed.
- Appeals must be made by the student. Appeals made on behalf of a student will not be reviewed unless there is supporting documentation that the student is incapacitated.
- Appeals are limited to tuition and fee charges only. Campus Housing students who leave housing during the semester are not entitled to a refund through the Withdrawal Appeal process. Charges related to campus housing and dining are based on the signed housing contract and not within the purview of the Withdrawal Appeals Committee.
- Appeals are limited to one per student throughout the entirety of their time at DCC.
- The Committee's decisions are final and are not subject to further appeal.

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

All appeals MUST be submitted in written form. Where possible submitted to withdrawalappeals@sunydutchess.edu. The Withdrawal Appeal Committee does NOT, under any circumstances, take phone calls or schedule appointments.

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 may result in the student being required to return financial aid disbursed to the student prior to the processing of the withdrawal appeal and any change to the student's academic record with Dutchess Community College.

Dutchess Community College

Withdrawal Appeal Form

Name: _____ **Date:** _____

A00 __/__/__/__/__ **Semester for Appeal** _____

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 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, and Withdrawal Policy 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 that the Committee's decisions are final and are not subject to further appeal.

Student Signature

Date

03/31/2023