



Appeal Conditions & Required Documentation

Your appeal will be considered if based on **extenuating circumstances** and must include **supporting documentation**. In accordance with MnSCU policy **extenuating circumstances and corresponding documentation includes:**

Extenuating Circumstance	Documentation Required to Support your Appeal
1. Medical – Extended/serious illness which prohibits course attendance for a significant (@ 2 weeks) period of time	Typed statement from your health care provider detailing: <ul style="list-style-type: none"> • Nature of medical situation, and • Dates of illness/restriction, and • Name, contact information, and signature of health care provider • If the illness pertains to an immediate family member, the student must provide proof of being the primary care-giver
2. Military - Call up to active duty	Copy of DD-214
3. College Error (<i>College error is not to be confused with dissatisfaction with coursework or services</i>)	<ul style="list-style-type: none"> • Written statement from you describing the error, and • Written statement from the college employee acknowledging the error, or • College materials providing evidence of the error
4. Other significant personal circumstances	

Important: Your appeal **will not be considered / approved** if based on:

- Failure to attend course(s).
- Failure to know and/or comply with college policies and deadlines.
- Inability to pay.
- Dissatisfaction with coursework or services.
- Preexisting conditions.

Appeal Process

1. Contact the Counseling, Advising & Career Planning (CACP) Office (763.424.0703) to schedule a meeting or phone appointment with a Counselor or Advisor to review your situation and the appeal process.
2. Complete the appeal form and attach the necessary documentation. Appeals without relevant and supporting documentation will be denied.
3. Submit your completed appeal form to CACP before the deadlines below for committee consideration.
4. Approval of your appeal is not guaranteed. Do not delay withdrawing from a course for example, while awaiting results of your appeal.

Appeal Deadlines

- Appeal Tuition Deadline – no later than **30 days** after the term for which you are appealing.
- Appeal Late Withdraw Deadline – no later than **one year** after the term for which you are appealing.
 - *Exception to the deadlines above are granted when the appeal condition is Military Call Up to Active Duty.*

Appeal Outcomes

- The Appeal Committee meets every two weeks.
- You will be notified of the Committee's decision in writing.
- If your appeal is approved, allow two to three weeks for your student records/account to be updated.
- If your account has been assigned to a collection agency, your appeal does not stop the collection process.
- If you have questions regarding the outcome of your appeal, call 763.424.0703 to schedule a time to discuss your situation.