Policy Exception Request – Enrollment Services

READ FIRST: Use this form to request exception to an Enrollment Services policy.

DO NOT use this form for an academic policy (i.e.: Grades, degree exception, instructor complaint, prerequisites, etc). Contact instructor or instructional division. (ES cannot process academic policy exception requests.)

(See instructions on back)

Step 1 STUDENT INFORMATION

Date: ____________________________

Name: ________________________________

Student ID#: __ __ __ - __ __ - __ __ __ __

Address: ________________________________

Telephone #: ( ____ ) ____________________

Step 2 REQUEST – (See “Read First” above)

Exception to Enrollment Services Policy for:

Quarter: (Check one)  ☐ Summer  ☐ Fall  ☐ Winter  ☐ Spring

Year: 20 __ __

Step 3 DOCUMENTATION – MUST INCLUDE ALL OF THE FOLLOWING: (See instructions on back)

☐ Detailed letter outlining your request and the emergency extenuating circumstance.

AND

☐ Official supporting documentation (Hospitalization, military, bereavement, police report, etc…) to collaborate your request. (Requests without supporting documentation cannot be processed.)

Step 4 SUBMIT

Requests DUE TO MEDICAL to: Disability Support Services (DSS) Director

Lindbloom Student Center, Room LC-126.

All other requests to: Enrollment Services, Lindbloom Student Center, 2nd floor.

Please allow 10-business days for researching and processing request. Written response will be mailed.

July 1, 2006
It is illegal under Federal and State Laws for institutions to change entries on students’ transcripts (Academic Fraud/Transcript Tampering) without documented emergency extenuating circumstances.

Title 34 – Education. Part 33. Sec. 33.3
[Educational Records] Any person who makes a claim that the person knows is false, fictitious, or fraudulent is subject to a civil penalty of not more than $5,000 for each claim. (Authority: 31 U.S.C. 3802 (a) (1))

Policy Exception Request—
Students may request exception to an Enrollment Services policy (i.e.: Refund, late withdraw, deadlines, etc…) due to emergency extenuating circumstances. Request must be submitted to Enrollment Services within one (1) calendar year from the end of the quarter in question. All requests must be in writing and accompanied by official supporting documentation. (See “Definition” below)

Definition—
Emergency Extenuating Circumstances— Bereavement, hospitalization, active military duty, incarceration, domestic displacement, or other emergency extenuating circumstance which directly affects the student’s ability to continue academic studies for the quarter in question. (Examples of Non-emergencies: Personal work schedule, grade earned will lower overall GPA, never went to class due to non-emergency, etc…)

Official Supporting Documentation— Letterhead documentation: Military orders, police incarceration report, death certificate, medical center/attending physician report, etc… (See note below)

Bereavement— Passing of a student’s family member. Requests based on bereavement must be accompanied by a standard industry letter from the funeral director, which indicates relationship of the deceased.

Student Death— In the event of a students’ death, the students’ estate may request for current quarter refund. Request must be accompanied by standard industry letter from the funeral director or a copy of the death certificate, which indicates relationship of the deceased.

NOTE: Medical conditions which prevent a student from continued studies at GRCC must show documented diagnosis/treatment, follow-up and prognosis as to non-continuance of educational studies. One visit to a doctors’ appointment DOES NOT constitute an emergency extenuating circumstance. Students are urged to contact Disabilities Support Services for qualification of accommodations that may be extended to the student.

Procedure—
1. Student or student’s estate submits the following to Enrollment Services (submit to Disability Support Services if request is based on a medical condition):
   - Policy Exception Request form
   - Written statement of the emergency extenuating circumstance involved and rationale, AND
   - Official supporting documentation

   NOTE: Requests received with only a write-up by the student, family member or friend, without official supporting documentation, are considered hearsay evidence. Requests MUST have official supporting documentation (See “Definition” above.)

2. Allow 10-business days for researching and processing of request. A written response will be mailed.