



APPEAL FORM

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax
P.O. Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

This form is used to exercise your right of appeal to academic policies, requirements, student account charges, etc. Please carefully read and follow the directions in the information section of this form. When complete, submit form and all required materials to One Stop Student Services. This is **NOT** the appropriate form for appeals related to Financial Aid and Satisfactory Academic Progress.

LAST NAME

FIRST NAME

M.I.

STUDENT ID -OR- SOCIAL SECURITY NUMBER

PHONE NUMBER (INCLUDING AREA CODE)

DATE OF BIRTH

INSTRUCTIONS

Before you begin the appeal process, it is important to remember, that you, the student, are held responsible for deadlines, policies and financial obligations. Sometimes, extenuating circumstances allow for exceptions. If you submit an appeal requesting an exception, it is your responsibility to provide documentation and justification for consideration by the appropriate appeal committee. The committee will review an appeal one time. A re-appeal of the same request will not be accepted.

To be considered for an appeal, you must provide the following:

- 1) Completed Appeal Form
- 2) Student letter of explanation, limited to one typed page (letter MUST be written by the student)
- 3) Appropriate documentation (certain categories of appeals required documentation)

Documentation Examples

- Exception to Academic Requirements form with required signatures
- Add/Drop Form with required signatures
- Computer generated schedules or records of transactions
- Letters of support from faculty, advisor, physician, employer (on letter with their signature)
- Medical appointment history and bills
- Military orders
- Obituaries, funeral or memorial service program

Notification Process

You will be notified by mail regarding the outcome of your appeal – approved or denied. Make sure your address is updated. Appeals are reviewed weekly, and you should expect to receive notification two to three weeks after the submission of your appeal. Failure to provide required materials will result in a delay. Outstanding business office holds can also prevent your appeal from being reviewed, unless they are directly related to your appeal.

CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with College of Southern Idaho (CSI). CSI is accredited through The Northwest Commission on Colleges and Universities (NWCUU).

APPEAL DETAILS

Mark the category of your appeal:

- Complete withdrawal** (all courses) past the deadline (W grades issued)
Be aware this could affect your Financial Aid.
- Withdrawal from partial schedule** - one or more courses, but not entire schedule - past the deadline (W grades issued)
Be aware this could affect your Financial Aid.
- Dropping a course or courses past the deadline** (no W grade issued) *Be aware this could affect your Financial Aid.*
- Change credit to audit or audit to credit** past the deadline – Add/Drop form with instructor signature required
Be aware this could affect your Financial Aid.
- Late registration** past the deadline – Add/Drop form with instructor signature required
- Tuition/Fees Refund**
- Other** (please explain) _____

SEMESTER

YEAR

SUBJECT/COURSE/SECTION (ie, ENGL 101 W01)

STUDENT SIGNATURE

I have read the Appeals Information and have attached my letter of explanation, limited to one typed page, and have included pertinent documentation.

STUDENT SIGNATURE

DATE

FOR REGISTRAR'S USE ONLY		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> NO ACTION TAKEN
COMMENTS: 		

IMPORTANT: MAKE A COPY FOR YOUR RECORDS