



Registration Appeal

Name: _____ Star ID/Student ID: _____

Address/Street Apartment: _____

City, State Zip _____

Telephone: _____ - _____ - _____ Email: _____

Term Requested: c Fall c Spring c Summer Year: _____ Academic Holds: **Y / N**

On a separate page, please explain how your appeal meets the general criteria for granting an appeal – an unforeseeable situation of significant hardship or circumstance that is beyond the student’s control. If you are submitting a partial registration appeal, also explain why you are not appealing registration for the other courses in which you were enrolled.

Please list courses below. In order to process this appeal, you must be withdrawn from courses below or have been graded.

COURSE ID	SUBJ	NUM	SEC	TITLE	CREDITS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I have read and understand the information and instructions on the back of this form.

Signature: _____ Date: _____

Return the completed form, along with your statement and documentation to the Student Services Office in person, by fax, e-mail or mail.

e-mail: Registration @dctc.edu fax: 651-423-8775

Mail: Dakota County Technical College, 1300 145th Street East, Rosemount, MN 55068

Staff use only below this line.

- Denied.
- Withdrawal of all or some courses for the term requested – withdrawal grades (W) entered, no removal of tuition charged.
- Withdrawal of all or some course registrations for the term in question – Withdrawal Grades (W) entered, removal of tuition charged.
- Drop of all or some course registrations for the term in question – no transcript record, removal of tuition charged.
- Tabled.

Panel Representative: _____ Date: _____

Notes:



Registration Appeal Instructions

Use this form to make a complete or partial Registration Appeal. Students normally have one year from the end-date of the relevant term to appeal a registration status.

The Registration Appeal process:

1. Obtain a form online or from the Student Services Office.
2. Submit completed form and required documentation to the Student Services Office. Submitted documents will not be returned. It is recommended that students make a copy of documents submitted for their own file.
3. The Registration Appeal Panel meets once a month. The panel will review the appeal based upon the description of events and supporting documentation. The appellate is not present.
4. Students will be notified of the panel's decision within thirty days of the appeal hearing.

The appeal process offers three possible adjustments to the student's registration:

- A withdraw of courses for the term in question – Withdrawal (W) grade recorded – no removal of tuition charged.
- A withdraw of courses for the term in question – Withdrawal (W) grade recorded - removal of tuition charged.
- Removal of courses from the transcript record and removal of tuition charged for the term in question.

Appeals are reviewed by the Registration Appeal Panel. The Panel determines the appropriate action based in part upon the student's stated accommodation desired and the documented significance and severity of the circumstances. Documentation must be appropriate and correspond to the incident and term in question. The documentation should support or establish that the situation or reason for the appeal affected the student's ability to successfully complete the courses or term in question. The decision of the Registration Appeal Panel is final.

The general criteria for granting an appeal are unforeseeable situations of significant circumstance beyond the student's control. Unforeseeable situations due to a violation of the Student Conduct Code or brought on by the student's deliberate or possible criminal actions cannot be the basis for an appeal.

Most registration appeals are for all courses for a single term. A circumstance serious enough to warrant an appeal is generally assumed to have affected performance in all courses. Therefore, partial registration appeal requests require additional information. Students need to explain how their situation allowed them to complete some courses and not others. Academic difficulty or ease of a course is not considered a valid cause for a partial appeal. Forgetting to drop or withdraw from classes by deadline dates or not knowing deadlines are not acceptable reasons for appeal.

Questions regarding the appeal process can be directed to the Registrar at 651-423-8216.