



# Registration Appeal Directions

## Registration Appeal Instructions

The appeal form is to be used to request an exception to MinnState policies regarding deadlines for course drops, refunds and withdrawals. You must submit the signed form with appropriate information and documentation in order to be considered for an appeal. You will receive the final decision via US mail after the appeal committee has reviewed your appeal. The committee typically meets every other week.

## Your appeal must include -

- A typed statement that describes your situation
- Outcome desired by appeal – drop/refund; withdraw/waiver; withdraw no refund
- The documentation required for your situation, as indicated below.

### Appeal due to student illness:

- Your health care professional must provide the following information on medical facility letterhead:
- The dates you were unable to attend class due to a medical issue
- The name of the facility where you were treated
- The name and signature of your healthcare professional.
- The illness should have prevented your attendance from all classes for a significant amount of time. An appeal based on a pre-existing or recurring condition may not be approved.

### Appeal due to illness or death of immediate family member:

- Appeals will be considered only for a spouse, child, sibling, parent, or other of whom you are the legal dependent or legal guardian (documentation of legal dependent or guardian status is required).
- Your appeal must include:
- The dates you were unable to attend class,
- The identity of and your relationship to the person you were responsible for assisting,
- Official documentation of the person's medical situation and a written statement that addresses why it was necessary for you to act as the primary care giver.
- The circumstances should have prevented your attendance for a significant amount of time. If your situation required out of state or country travel, attach a copy of your travel itinerary.

### Appeal due to college Error:

- Include an explanation of the error and supporting documentation. Without supporting documentation, your appeal will not be considered.

### Appeal for other reasons:

- When appealing for other reasons make a clear case for your appeal and submit supporting documentation.

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.