

Appeal Guidelines and Request Form Retroactive Withdrawals and Tuition Refunds

We understand that rare and extenuating circumstances may arise affecting a student's ability to continue their education. In these cases a student may request an exception to the withdrawal and/or tuition refund policy and deadlines.

Some examples of rare and extenuating circumstances include:

- acute medical conditions
- death/serious illness of an immediate family member

Items that will not be considered for appeals are:

- employment obligations
- scheduling conflicts
- lack of awareness of withdrawal policies and deadlines
- students who over-commit themselves (work/family/school balance)
- lack of internet access for students in online courses

For retroactive withdrawals and/or tuition refunds, submit all of the following to the Office of the Registrar by the appropriate submission deadline (see page 2 for contact information and submission deadlines):

1. A student letter explaining the situation in as much detail as possible.
2. Completed, signed, and dated "Appeal Request Form" (page 2 of this document).
3. Supporting documentation, which may include items such as:
 - a. Letters of support from instructors, advisors, or others from Edgewood College familiar with the situation, explaining their role in the student's academic history, dates of interactions/attendance, nature of interactions, and any other pertinent facts to the appeal.
 - b. Documentation from health professionals, including dates of treatment, nature of ailment, and description of how the ailment limited the student's academic ability or had an effect on their ability to attend class or meet deadlines.
 - c. In cases where there is a family illness or death, the timeframe of the illness and any other relevant information and/or obituary or copy of death certificate.

It is in the student's best interest to provide as much detailed information as possible. The Committee members strive to come to a just and compassionate decision in every case while balancing the need to maintain consistency with its decisions. The best way to achieve this is to have complete information when reviewing appeals materials.

Important Criteria/Limitations regarding appeals to the Withdrawal and Tuition Refunds Appeals Committee- Students must state that they have read and understand all of the below on the Appeal Request Form before an appeal can be heard.

- All requests for retroactive withdrawals and/or tuition refunds have a one-year statute of limitations. Appeals for terms that are over one year in the past will not be accepted.
- All appeals must be for one term only.
- All appeal decisions are final.
- An appeal can only be submitted for the same circumstance once. A student cannot appeal due to the same circumstances for a subsequent term.
- Instructors and other staff at Edgewood College may be contacted so the Committee members can get a full understanding of each student's situation. This process can sometimes extend the decision-making process. Students will receive communications from the Office of the Registrar if the decision is not made at the initial committee meeting when the case is heard.
- In cases where there is non-attendance in course(s), an 'F' or 'W' grade may be changed to a grade of 'X', which is defined on the transcript as "Non-Attendance in Course". This grade has no negative effect on a student's record. If a grade of 'X' is deemed appropriate by the Appeals Committee, the student record will be changed as such.
- If a grade of 'X' is approved, an administrative fee may be charged.

Please Note: This Appeals Committee does not address room and board appeals or complaints related to events occurring in the classroom, with an instructor, or regarding a grade. For more information on these types of appeals, please contact the Registrar's Office (see page 2 for contact information). We will direct you to the appropriate office.

**Appeal Request Form
Retroactive Withdrawals and Tuition Refunds**

Student Name: _____

Student ID: _____

Student is Requesting (check all that apply):

Retroactive Withdrawal (removal of 'F' grade(s) from student record)

Tuition Refund

The term for which this request is being made: _____ (one term only)

My last date of attendance in classes for the above term was: _____

Are you a current student at Edgewood College at the time of submitting this appeal?

Yes

No

If yes, all communications regarding this appeal will be sent to your official Edgewood College email address.

If no, all communications regarding this appeal can be sent to a non-Edgewood College email address only with written approval by the student. By providing such an email here and signing this form, you are giving Edgewood College permission to communicate with you at the listed email address.

Non-Edgewood College email address to be used for all communications regarding this appeal request for former Edgewood College students only: _____.

If no email address is provided, paper communications will be sent to the mailing address included with appeals materials. If no mailing address is included with the materials, we will send communications to the address on file for the student.

Appeal letters and supporting documentation can be sent to registrarappeals@edgewood.edu or to Edgewood College; Office of the Registrar; Room 212 DeRicci Hall; 1000 Edgewood College Drive; Madison, WI 53711; or can be faxed to 608-663-3290. You can call us with any questions at 608-663-3256.

To view deadlines for submission of materials and Appeals Committee meeting dates, please refer to the "Current Appeals Schedule" link on the Office of the Registrar website (registrar.edgewood.edu).

As the student requesting the above outlined appeal, I have read all the information included in this Appeal Guidelines and Request Form document (2 pages total), and understand that the information therein will be adhered to with my appeal request.

Student Signature: _____ Date: _____