



# UNION COLLEGE

of Union County, NJ

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Cranford, NJ 07016

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Elizabeth, NJ 07202

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Plainfield, NJ 07060

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Scotch Plains, NJ 07076

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[www.ucc.edu](http://www.ucc.edu)

## DEAN OF STUDENTS OFFICE

### Special Appeal Process

#### Instructions:

A Special Appeal is a written appeal for a financial refund and/or cancel registration submitted by the student when, under certain circumstances, he/she registers for a class, and extenuating circumstances prevent the student from attending class. An appeal must be submitted with all necessary documentation supporting the student's statement. Please note, **a Special Appeal is not a Grade Appeal nor a Satisfactory Academic Progress (SAP) appeal.** The Special Appeal form can be found and downloaded from the Union College of Union County, NJ website at [www.ucc.edu](http://www.ucc.edu), Owl's Nest under the Dean of Students page, or in the Student Services Center located on each campus. **PLEASE READ ALL INSTRUCTION ON THIS PAGE!**

#### Process for submitting Special Appeals:

1. Make sure you are within the deadline for submitting an appeal:
  - a) Winter and Spring - appeals must be submitted by November 1st of that calendar year.
  - b) Summer - appeals must be submitted by November 1st of that calendar year.
  - c) Fall - appeals must be submitted by November 1st of the following calendar year (ex: if your request is from fall 2022, student has until November 1<sup>st</sup>, 2023, to submit a Special Appeal request).
2. Submit a typed explanation letter (*see sample letter*).
3. Supporting documentation **must** be attached (medical documentation, death certificate, birth certificate, military service letter, airplane tickets, doctor notes, legal process documentation including civil or criminal cases where you have been involved, subpoena, etc.)
4. An official decision letter will be sent to the address you indicate in the Special Appeal Form.

#### Timeframe for decisions:

The Special Appeal **process could take more than 30 days** due to the significant number of requests and the timeframe during the academic year in which a decision could be rendered. Also, missing documents or lack of explanation in the Special Appeal letter could delay the committee's decision. Knowledge of College policies and procedures are the responsibility of the student. Therefore, appeals submitted based on lack of knowledge of college policies and procedures may not be considered.

\*If you have more questions please contact Avis Cabral, Administrative Assistant to the Dean of Students, in the office of the Dean of Students:

**Email:** [specialappeals@ucc.edu](mailto:specialappeals@ucc.edu) **Phone** 908-709-7139

Union College does not discriminate and prohibits discrimination, as required by the state and/or Federal law, in all programs and activities, including employment and access to its career and technical programs.

*Transforming Our  
Community ...  
One Student  
at a Time*

# **Sample Letter**

**Directions:** This is how you should structure your Special Appeal letter. Please make the letter concise and as long as you need in order to explain your extenuating circumstances. You can use more than one page. Do not forget to sign it. *Please do not fill-in the blanks; compose a letter using this as a template.*

**Date: Name:**

**Student ID#:**

**Address:**

Union College of Union County, NJ  
Dean of Students Office  
1033 Springfield Avenue  
Cranford, NJ 07016

Re: Special Appeal Request

Members of the Special Appeals Committee:

I am submitting a Special Appeal request due to *(medical, bereavement, other)* reasons for the *(semester and year)*.

During the \_\_\_\_\_ (example Fall 2022) semester *(Explain your extenuating circumstances, please include all details, dates, and other important information)*.

Also, with this request you will find my supporting documentation which includes:  
*(List of the paperwork submitted)*.

Finally, I would like to request *(explain your request: Waive my balance, a full refund, or a credit)*.

Thank you for your assistance with this matter.

Sincerely,

***Student's signature***

(Type your name below your signature)

# SPECIAL APPEAL FORM

1. **Make sure you are within the deadline for submitting a special appeal (see instructions).** *Appeals will be reviewed if submitted within the timeframe noted above.*
2. **Refer to the Union College Catalog to understand College policies and procedures.**
  - Knowledge of College policies and procedures is the responsibility of the student. Therefore, appeals submitted on the basis of lack of knowledge of college policies and procedures will not be considered.
  - Appeals must be submitted on this form, signed by the student, dated with an explanation letter (please include specific facts and request) and supporting documentation that substantiates claims made in the appeal.

- ### 3. Check off your reason for submitting an appeal.

Medical \_\_\_\_\_ Bereavement \_\_\_\_\_ Other \_\_\_\_\_

- ❖ **Grade appeals** must be submitted to the instructor or Academic Dean on a separate form. Please visit the Division Office for the appropriate form.
- ❖ **SAP appeals** must be submitted in Financial Aid office

- 4. Please attach a typed an explanation letter and reason for your appeal. Please provide supporting documentation for ALL appeals.**

- 5. Student name:** \_\_\_\_\_  
Last First

**Student ID #:**\_\_\_\_\_ **Owl's Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

- 6. Check off the semester for your appeal.**

Fall 2022 \_\_\_\_\_ Winter 2023 \_\_\_\_\_ Spring 2023 \_\_\_\_\_ Summer I 2022 \_\_\_\_\_

Summer II 2022                      Fall 2023

7. Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. Email or return completed signed form, letter, and supporting documentation to [specialappeals@ucc.edu](mailto:specialappeals@ucc.edu) or the Dean of Students Office, Cranford Campus, MacDonald Hall Suite A-135.

Students Name: \_\_\_\_\_

ID#: \_\_\_\_\_

**Committee Use Only:**

**Special Appeal Committee Recommendation:**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Comment: \_\_\_\_\_

Instructions to other department(s): \_\_\_\_\_

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**Vice President for Student Development:**

Comments: \_\_\_\_\_

Approve Committee recommendations: \_\_\_\_\_

Deny Committee recommendations: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**VPSD Signature**

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**Vice President for Academic Affairs:**

Comments: \_\_\_\_\_

Approve Committee recommendations: \_\_\_\_\_

Deny Committee recommendations: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**VPAA Signature**