

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 County College website at www.ucc.edu, Owl's Nest under the Dean of Students page, or in the Student Services Center located on each campus.

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 2020, student has until November 1st, 2021 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 the office of the Dean of Students:

Email: hernandez@ucc.edu

Phone: 908-709-7127

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.

Date:

Name:

Student ID#:

Address:

Union County College
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 2020) 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)

8. **Email** or return completed and signed form to:

- **hernandez@ucc.edu**
- **deanofstudents@ucc.edu**

Union County College does not discriminate on the basis of race, color, national origin, sex or disability.

Office Use Only:

Request received by the Appeal Review Committee Date: _____

Approved: _____ Date: _____ Denied: _____ Date: _____

Comments:

Instructions to other departments: _____

For All Appeals:

Comments:

Approve Committee recommendations: _____ Date: _____

Deny Committee recommendations: _____ Date: _____

_____ Date: _____

VPSD Signature

For All Appeals:

Comments:

Approve Committee recommendations: _____ Date: _____

Deny Committee recommendations: _____ Date: _____

_____ Date: _____

VPAA Signature