



APPEAL FORM

Notre Dame of Maryland University recognizes that, on rare occasions, serious extenuating circumstances may prevent you from adhering to the established policies and procedures of the University, including observing published deadline dates. This University Appeal Form was designed for these situations.

Keep in mind, however, that the University STRICTLY ADHERES to its published policies, procedures and deadlines. Only in EXTRAORDINARY CIRCUMSTANCES will appeals be considered and approved. The burden of proof of these circumstances falls upon YOU, the student. Also note that action taken as a result of this appeal could affect your financial aid. For clarification, contact the Financial Aid Office.

Important!! Read this section before proceeding:

The Registrar's Office is responsible for certifying drop/ withdrawal dates to the Business Office. These dates may be changed only if you are able to present compelling evidence that the actual date of the resignation occurred earlier but, because of EXTENUATING CIRCUMSTANCES TOTALLY BEYOND YOUR CONTROL (forgetfulness and ignorance of university policies and procedures are not acceptable reasons), you were unable to resign in a timely manner.

The proof of the extenuating circumstances is your responsibility. Failure to provide appropriate documentation will result in the denial of the appeal.

Please follow the directions below. Be sure to complete each step before submitting your appeal. Incomplete appeals will be returned to you with no action taken.

Be sure you understand there is one set of deadline dates that refers exclusively to deadlines for refunds (or reduction of fees owed) and another set of deadline dates that refers to the final dates to adjust registration for the semester. All dates are published on the university Academic Calendar

- If approved by the Registrar, the appeal will be presented to the Appeals Committee for exception to University policy.
- The committee meets once a month for review. **Decisions by the committee are final.**
- You will be notified via your NDM e-mail of the outcome of your appeal.

Appeals Checklist

- Completed Appeals Form (Page 2).
- Detailed explanation for this appeal (Page 3).
- Letter from instructor verifying last date of attendance for every section being appealed.
- Supporting Documentation (Appeals submitted without supporting documents will not be considered).
 - Medical Records (Submit to Office of Accessibility and Health Promotions)
 - Accident Reports
 - Letters/Email from attorneys, faculty, advisor etc.
- Email completed Appeal Form and full documentation to the Registrar's Office (registrar@ndm.edu. **MAKE SURE THAT THE SUBJECT INCLUDES ATTN: APPEAL REQUEST.** Check WebAdvisor or with the Registrar's Office for the outcome of the appeal.

IF YOU HAVE RECEIVED FINANCIAL AID, ACTION TAKEN VIA THIS APPEAL COULD RESULT IN YOUR HAVING TO REPAY A PORTION OF THOSE FUNDS TO THE UNIVERSITY. FOR CLARIFICATION, CONTACT THE OFFICE OF STUDENT FINANCIAL AID.



APPEAL FORM

*Everyone should complete this section.

NAME, COLLEGE/PROGRAM, STUDENT NUMBER, ADDRESS, CITY, STATE, ZIP, HOME PHONE, WORK PHONE, CELL PHONE, NDM E-MAIL, SIGNATURE, DATE

I request that the following exception(s) to University or College regulations be granted for the:

- Radio buttons for Fall Semester, Spring Semester, Summer Session, Winterim Semester, 20__

Change in registration/ drop/ withdrawal. From: C[...]/... Current Status Request

- Resign (withdrawal all courses)
Other (Please Specify)

TO BE COMPLETED BY THE OFFICE OF STUDENT FINANCIAL AID

- Student is not receiving financial aid. Student is receiving financial aid
Scholarship Pell Grant
Loans Other Title IV Aid
Advised aid will be adjusted if approved.
Advised aid will not be adjusted if approved.

Comments, Signature, Date

REGISTRAR'S OFFICE USE ONLY

Date Processed, Processed by, Comments

DETAILED EXPLANATION FOR THIS APPEAL