

Rend Lake College Student Services Appeal Form

Name _____ Warrior Tag or SSN _____

Address _____ Tel. # _____

This appeal is in regards to which semester?

Fall 20 _____ Spring 20 _____ Summer 20 _____

Print an unofficial transcript from your online student records to answer the following questions regarding your academic performance at Rend Lake College.

What is your current GPA? _____

How many courses have you failed? _____

How many courses have you dropped? _____

How many courses have you repeated? _____

I am filing a student services appeal because:

_____ I am requesting to withdraw from a course(s) after the refund period.

_____ I am requesting to withdraw from a course(s) after the last official date for withdrawal.

_____ I am requesting to have a grade(s) changed from a failing grade to a withdrawal.

_____ I am requesting to have outstanding charges waived from my account.

In addition to this form, you **must** submit the following documents to complete the appeals process:

1. A typed statement (250 words or less) explaining your circumstances.
2. If you have mitigating circumstances such as a personal illness or injury, death of an immediate family member, or an unavoidable event that was beyond your control, please include documentation to verify your circumstances.

Please carefully read and initial beside the following statements:

_____ I understand that if I submit an incomplete appeal form or do not submit all required accompanying documents, my appeal will be **automatically denied**.

_____ I understand that if anyone other than me completes the appeal process for me, my appeal will be **automatically denied**.

Student's Signature _____ Date _____