Student's Name (Last, First, M.I.)

Student NECC ID Number

Current Address

Phone Number

This form is to be used to appeal enrollment information related to attendance submitted to the Registrar’s Office by faculty during a given semester.

Term:  
- Spring ____ (Jan. – May.)
- Summer ____ (May - Aug.)
- Fall ____ (Sept. – Dec.)

Appeal DEADLINE
- Spring: September 1\textsuperscript{st}
- Summer: November 1\textsuperscript{st}
- Fall: April 1\textsuperscript{st}

Reason for appeal:  
- Medical/Accident
- Death in the family
- Personal Circumstances
- Other: ______________________________________________________________

To submit an appeal, you must:

- Complete all information on this form.
- Submit the following, attached to this appeal form:
  - Typed, signed and dated Personal Statement
  - Any essential documentation to support the appeal (if applicable) Please note: Documentation should be official/on letterhead from the source.

Course(s) I am requesting an appeal for:

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<th>Course Number</th>
<th>Subject Code</th>
<th>Section Number</th>
<th>Course Title</th>
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Required acknowledgments (read and check each statement):

- I understand that I am only allowed to submit this type of appeal 1 time while enrolled at NECC.
- I understand that should I have enrollment issues in a future semester I am responsible for payment of the charges.
- I understand that the faculty member(s) for the courses indicated above will be contacted to verify the information submitted in the appeal.
- I understand that if I received Financial Aid I should contact the Financial Aid Office to determine how this request will affect my eligibility.

CERTIFICATION: By signing below I acknowledge that I have read and understand the requirements of this appeal.

Submission of an appeal does not guarantee approval.

- The information provided with this appeal is complete and accurate. Otherwise, it is **not accepted**.
- An incomplete appeal will be **denied if additional information is not received** by date requested (two weeks).
- All appeal decisions will be sent via mail to the above address within 3 weeks of submittal.

Student Signature ____________________________________________ Date __________________________