It is the student’s responsibility to fully understand the information presented in the current La Verne Catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations may not be waived nor exceptions granted because a student pleads ignorance of policies or procedures.

The Undergraduate Appeals Committee meets regularly during the school year and on an as needed basis during January, June, July, and August. Completed appeals must be received by 5pm three business days prior to each weekly meeting to be included in that week’s meeting agenda.

A letter stating the result of your appeal will be sent to the email address specified on this form. It is the student’s responsibility to check with Student Accounts and Financial Aid (if applicable) to determine how your appeal may affect your account.

NAME_________________________ ID#_________________________ DATE_________________________

CAMPUS:________________________ PHONE:_________________________ EMAIL:_________________________

THIS APPEAL IS RELATED TO MY SCHEDULE FOR ___________________________20

(You must submit a separate petition for each term/semester)

(Must submit appeal with supporting documentation within one (1) calendar year from the end of the term/semester)

☐ ADD

☐ DROP
(Stopped attending during add/drop period)

☐ WITHDRAW
(Stopped attending during the withdrawal period)

☐ GRADE OPTION CHANGE
(Change made after withdrawal period closes)

☐ APPEAL SUBMISSION REQUIREMENTS
(Failure to submit all requirements will result in longer processing time)

☐ STATEMENT OF REQUEST – include (1) specific details of the course(s) you want to add, drop or withdraw from, AND (2) the reason you feel an exception to University policy should be granted. All documentation supporting this statement must accompany the appeal. Examples include, but are not limited to: a doctor’s note, accident report, verification of change in employment from your employer, etc.

☐ ADVISOR SUPPORT – Advisor support is required to drop or withdraw from class(es). Support can be in the form of an email.

☐ INSTRUCTOR SUPPORT – Any schedule changes require instructor support. For drop or withdraw the instructor MUST include your last date of attendance/participation. Support can be an email.

INSTRUCTOR SIGNATURE_________________________ DATE_________________________

ADVISOR SIGNATURE_________________________ DATE_________________________

The below signature confirms that all of the requirements of the appeal have been met and acknowledgement that it is the student’s responsibility to obtain the response of the Committee. It is the student’s obligation to read and understand that response, and process all necessary payments and paperwork by the given deadline. Appeals that are granted will be charged a minimum of a $50 appeals fee.

STUDENT SIGNATURE_________________________ DATE_________________________

☐ APPROVED ☐ DENIED FEE $_______ EFF. DATE_________________________ MARILYN S. DAVIES, REGISTRAR