



Enrollment Appeals – General Information

The Enrollment Appeals Committee (Committee) provides South Texas College (College) students with an opportunity to formally appeal a registration, schedule change or reinstatement issue, resulting from a catastrophic situation, such as a medical emergency, serious illness, death of an immediate family member (parent, spouse, sibling, child) and/or a life-changing incident, or a perceived error by the College. Appeals should be filed in a timely manner, preferably during the semester in which the catastrophic situation or perceived error occurred. The Committee meets weekly to review appeals. To ensure a fair process, the names of Committee members are never disclosed.

Supporting documentation with specific dates and information relevant to the appeal must be provided, if necessary. In regards to health-related situations, a signed physician's explanation printed on letterhead with contact information, along with pertinent medical records, is required; copies of medical bills and/or prescriptions alone are insufficient. Appeals submitted without sufficient documentation will be denied.

Appeals requesting a refund of tuition and fees are subject to College deadlines and the refund schedule established by the Texas Higher Education Coordinating Board. College faculty, staff and members of the Committee are not responsible for withdrawing students from classes. Students are responsible for initiating the drop process by completing and submitting a *Schedule Change Form* to the Office of Admissions and Records. Refer to the College Catalog for more information.

Appeals requesting a reinstatement into one or more classes must have a completed *Reinstatement After Census Date Form* with each instructor's signature attached to it. This form is available in the Office of Admissions and Records. Students will be allowed to attend class, pending the outcome of their appeal. If the appeal is denied, they can no longer attend class and cannot submit another appeal based on the work they have completed. Refer to the College Catalog for more information.

Appeals will not be considered if they pertain to repeat fees. The Texas Legislature eliminated funding to colleges and universities for students enrolled in courses that are attempted multiple times. An attempted course is defined as any course in which a grade is earned, including repeated courses and courses dropped with a grade of "W." In order to compensate for this loss of state funding, students repeating a course are charged a fee, in addition to tuition for the course. This fee is approved by the College Board of Trustees, and it cannot be appealed.

Appeals will not be considered if they pertain to grade changes or denial into a program. Requests for grade changes must follow the procedures outlined in the College Board of Trustees Policy #3312 - Student Appeal of Course Grades. Issues regarding acceptance into Nursing and Allied Health (NAH) programs must follow the procedures outlined in the Division of NAH Handbook.

Enrollment Appeal Form

- Students must submit their appeal in writing. It may be hand-delivered to the Office of Admissions and Records (OAR) or mailed to P. O. Box 9701, McAllen, Texas 78502. Visually impaired students may contact the Office of disABILITY Support Services at 956-872-2173 for assistance.
- The Enrollment Appeals Committee (Committee) meets weekly, will review the appeal and render a decision. The decision will be FINAL.
- The Committee will notify OAR of the decision. In turn, the student will receive a notification sent to their STC e-mail address, regarding the outcome of their appeal. OAR will release information only to the student submitting the appeal.

Print clearly – your appeal will be denied if your writing is illegible.

Student Information

ID/A#: _____ DOB: _____ Name: _____

Street Address: _____ City/Zip: _____

Home Phone: _____ Cell Phone: _____

STC E-Mail Address: _____

Year & Term for Appeal (check one term only) Year _____ Fall _____ Spring _____ Summer _____

Indicate subject, course & section, if applicable (Example: ACCT 2301.P06)

1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____

I certify that all of the information provided herein is true and correct to the best of my knowledge.

Student Signature: _____

Date: _____

Attach additional sheets of paper for your appeal, along with supporting documentation, if necessary.

ID/A#: _____ DOB: _____ Name: _____

I am submitting this appeal on the basis of (check all that apply):

Military Activation _____ Medical Emergency/Serious Illness _____ Death in the Immediate Family _____

Life-Changing Incident _____ Perceived Error by the College _____ Other _____

Are you attaching documentation? (check one)

_____ I have attached all supporting documentation relevant to this appeal.

_____ I do not have any supporting documentation relevant to this appeal.

Please explain the situation in detail:

What is your desired outcome?

(Example: To be dropped at 100% from all my courses for the Spring 2017 semester)