



APPEAL FOR REGISTRATION POLICY/PROCEDURAL EXCEPTION

Office of Admissions and Records * 310 W Kaahumanu Ave * Kahului, HI 96732 * Ho'okipa Bldg, Rm 105 (808) 984-3267 * Email: uhmcar@hawaii.edu

The Appeal for Registration Policy/Procedural Exception Form is used to request consideration for an exception to established UHMC policies and procedures as it relates to course add, drop/withdrawal and tuition refund deadlines in the event of extenuating circumstances that are beyond the student's control. Appeals will be reviewed provided the student meets the requirements below and submits the signed appeal for registration policy/procedural exception form with the required supporting documentation as stated on page 2, "Documentation Requirement to Petition for an Exception to UHMC Policies and Procedures".

Course drop/withdrawal appeal during current semester

This appeal applies only to current semester registrations and must be filed in the Office of Admissions and Records prior to the end of the current semester. Course drop/withdrawal appeals will only be considered when there were extenuating circumstances beyond the student's control that kept them from adhering to the normal deadlines. These circumstances could include medical conditions, death or illness in the family, involuntary job transfer or military service, or Institutional error.

Factors not accepted for a course drop/withdrawal appeal include, but are not limited to, such things as poor academic performance in a class, time management related situations, or lack of adherence to/awareness of University policies or deadlines.

Tuition Appeal

A tuition appeal is necessary when a student is requesting an adjustment to the tuition and fees that were charged as a result of a Institutional withdrawal. Tuition appeals will only be considered when there were extenuating circumstances that were beyond the student's control that necessitated a withdrawal. These circumstances could include medical conditions, death or illness in the family, involuntary job transfer or military service, or Institutional error.

Factors not accepted for a course drop/withdrawal appeal include, but are not limited to, such things as poor academic performance in a class, time management related situations, or lack of adherence to/awareness of University policies or deadlines.

Retroactive Withdrawal Appeal

A retroactive withdrawal appeal may be necessary when a student experienced extenuating circumstances, or an incident of such trauma and major proportions, that the student could not have reasonably been expected to possess the normal capabilities necessary to complete the academic period satisfactorily or complete an Institutional withdrawal.

Factors not accepted for a course drop/withdrawal appeal could include, but are not limited to, such things as poor academic performance in a class, time management related situations, or lack of adherence to/awareness of UH Maui College institutional policies or deadlines. Partial course withdrawals will not be considered, only complete schedule withdrawals.

Submitting an Appeal:

- Students must officially withdraw from appealing course(s) before their appeal will be reviewed.
- Forms must be **printed and signed** (not emailed) and should address a specific issue and requested remedy.
- Submit completed form with supporting documentation as stated on page 2, to the UH Maui College Office of the Registrar located in the Admissions and Records Office, Ho'okipa Building Room 101, 310 W. Kaahumanu Avenue, Kahului, HI 96732.
- **DEADLINES:** Petitions must be submitted to the Office of the Registrar no later than the last day of instruction of the semester following the term for which the petition is requested. Summer semester petitions must be submitted by the last day of instruction of the following Fall term for which the appeal is requested.
- The Office of the Registrar reserves the right to verify all information, including contacting doctors and instructors, and may review all academic progress at UHMC, such as attendance and course progress. Additional releases may be required.
- Requests for an exception to other University of Hawaii campus' policies or procedures must be submitted to each institution individually following their respective appeal processes. This form only pertains to UH Maui College.

Appeal Process:

- The Registrar's Office reviews petitions on a time permissive basis.
- Normal processing time is from four to six weeks; however depending on the complexity of the appeal, receipt of supporting documentation, and/or time to communicate with other involved parties, processing time may extend beyond that time frame.
- Appeals are reviewed on a case-by-case basis with consideration of all documentation provided
- All appeal decisions are final.

Documentation Requirement to Petition for an Exception to UHMC Policies and Procedures

Documentation below **MUST** include: 1) a personal statement providing an explanation for your appeal AND 2) a letter on letterhead addressing a documented medical issue, personal issue OR Institutional error. ***Petitions without documentation as stated below will be denied.***

<p>1. <u>PERSONAL STATEMENT</u></p> <p>Required for all petitions. Along with the documentation below, provide a letter describing the justification for your request. Be specific.</p> <ul style="list-style-type: none"> Describe extenuating circumstances, including dates congruent with circumstances and timeline in your petition. Steps you took to address the issue/problem at the time it occurred and name of person(s) contacted. 	
<p style="text-align: center;">2. <u>MEDICAL ISSUE</u></p> <p>Medical issues that merit a petition:</p> <ul style="list-style-type: none"> Physical or psychological medical difficulty Family medical difficulty <p>A signed letter on official letterhead from your (or your family member’s) attending health care provider, physician, counselor, or licensed practitioner, which specifies the following:</p> <ul style="list-style-type: none"> The date of onset of illness or accident The dates you (or your family member) were under professional care The general nature of the medical condition How your acute medical condition interfered with your ability to adhere to the normal University policy and procedure deadlines and how it prevented you from completing your course work. <p>NOTE: <u>A formal signed letter on official letterhead with all details mentioned above is required.</u> Dates in official letter from medical practitioner must be congruent with circumstances and timelines reported in your petition. File notes, medical receipts, or copies of prescriptions are not considered sufficient documentation.</p>	<p style="text-align: center;"><u>PERSONAL ISSUE</u></p> <p>Personal issues that merit a petition:</p> <ul style="list-style-type: none"> Death of a family member Legal issue (this does not include illegal activity that you were involved in) Accident Loss of employment due to forced layoff or military deployment <p>Required documentation for death of family member:</p> <ul style="list-style-type: none"> A copy of death certificate, obituary, or memorial service program verifying date of death within the requested term <p>A signed letter on official letterhead from an appropriate official such as, attorney, law enforcement agent, court official, or other appropriate source, which specifies the following:</p> <ul style="list-style-type: none"> The date of incident The dates you (or your family member) were affected by the incident The general nature of the incident How it prevented you from completing your course work and following normal university policies and procedures <p>NOTE: <u>A formal signed letter on official letterhead with all details mentioned above is required.</u> Dates in official letter from appropriate official must be congruent with circumstances and timelines reported in your petition.</p>
<p style="text-align: center;">3. <u>INSTITUTIONAL ERROR</u></p> <p>Letter from appropriate University department citing the error.</p>	<p style="text-align: center;"><u>SITUATIONS THAT DO NOT MERIT AN EXCEPTION TO POLICY</u></p> <p>The Institution expects students to accept responsibility for their academic performance unless there have been severe extenuating circumstances. The following circumstances will not be considered for petitions:</p> <ul style="list-style-type: none"> Academic difficulty (failing grades and/or desire to clean-up academic record) Change in major Change in career goals Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student’s control Financial issue (Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time)

Note: A withdrawal after the course withdrawal deadline does not support selective course withdrawal within a term. An extenuating circumstance distressful enough to impact academic performance would affect all classes equally.



APPEAL FOR REGISTRATION POLICY/PROCEDURAL EXCEPTION FORM

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Student Information:

Date of Appeal: _____

Print Name (Last, First, MI) _____

Student ID Number _____

_____@hawaii.edu

Email

Phone _____

Mailing Address _____

City _____

State _____

Zip code _____

Term: _____ Last Date of Attendance: _____ OR Did not attend any class sessions
Semester & year Specify exact date

Have you met with or spoken to an academic advisor? ___ Yes ___ No If yes, Counselor's Name & signature: _____

Are you receiving Veteran's (VA) benefits? ___ Yes ___ No If yes, VA Representative **must** sign here _____

Are you an F-1 Visa International student? ___ Yes ___ No If yes, International Designated Official **must** sign here _____

Have you been awarded Fin Aid at UHMC? ___ Yes ___ No If yes, Financial Aid Representative must sign here _____

Registration changes may affect future eligibility for financial aid and may result in a financial obligation. If you are receiving financial aid, you should discuss your request with the Financial Aid Office prior to submitting this form.

Please check the policy/procedure for which you are petitioning an exception and provide the required information:

___ Request to lift Financial Obligation hold to allow registration: Amount of Hold: _____ Reason for Hold: _____

___ Course drop/withdrawal appeal during current semester: _____

___ Retroactive Withdrawal

___ Tuition Appeal (Refund and Registration Deadlines)

Step 1: Please indicate what you are requesting with this petition. Check ONE only.

___ Withdraw from class(es) with 100% refund of tuition without "W" on transcript

___ Withdraw from class(es) with 50% refund of tuition without "W" on transcript

___ Withdraw from class(es), No refund with "W" on transcript

___ Register for class(es) after the late registration deadline. The deadline to register was _____

Step 2: Attach a completed Add/Drop/Registration Change Form

Registration after the deadline requires instructor(s) signature on the Add/Drop/Registration Change Form. Instructor(s) must also input registration overrides (capacity, pre-requisite, etc) into their UH Faculty Portal.

___ Institutional Error (Letter from appropriate University department citing error is required)

APPELLANT'S CERTIFICATION

By signing below, I hereby certify that the information provided is true and accurate to the best of my knowledge. I understand that providing incorrect or false information may subject me to the requirements and/or disciplinary measures as provided under UHMC's Student Conduct Code and that I have read all the information provided regarding the appeal process. I attached the required documentation and understand that petitions without documentation as stated on page 2 will be denied.

Student's Signature _____

Date (Required) _____