

Schoolcraft College Request for Exception for a late Refund or late Withdraw (W grade)

Overview

The College realizes that on occasion, students may need to request an exception to the withdrawal or refund deadlines published in the catalog/schedule book. Written requests can be made if the student meets the extenuating circumstances outlined below. In all cases, the circumstance must have interrupted your ability to (1) attend class(es) for a substantial length of time, (2) complete the semester, and/or (3) adhere to the usual withdrawal or refund procedures.

All appeal requests must be submitted by the student. Appeals submitted by a parent, legal guardian or spouse will be accepted only if the student is incapacitated.

Approval of these requests is not "automatic." Each request will be considered on its own circumstances and merits. The typical response time for the Appeals Committee is several weeks. The decision of the Committee is final and will be communicated to the student in writing.

Academic Matters

Please do not use this form for academic matters such as grade appeals or instructional matters. Refer to the current catalog for more information on the Appeals for Academic Matters.

Timeline

Students must file their request for exception **within one year** of the semester in question. For example if you are requesting a late refund for the Fall 2008 semester, the request must be received by the college prior to the end of the Fall 2009 semester.

Extenuating Circumstances and Supporting Documentation

1. Student illness or medical emergency. Supporting documentation must be on physician letterhead (including phone number). Physician statement must be signed and dated. Statement must also indicate that the medical situation is preventing you from attending class(es) for a substantial length of time, completing the semester, and/or prevented you from adhering to the usual withdrawal or refund procedures.
2. Death of an immediate family member. Immediate family member is defined as: parent, spouse, sibling or child. Students must submit a death certificate, obituary, or death notice. If the documents do not clearly indicate the relationship of the deceased to the student, please supply document(s) that do indicate the relationship.
3. US Military active duty or induction. Students should submit copies of orders that clearly indicate the date of deployment.
4. Mandatory shift changes in work schedule that prevents student from attending class(es) for a significant length of time or completing the semester. Employer issued supporting documentation is required.

Note: The College reserves the right to verify the authenticity of submitted documentation, and/or request additional documentation if needed. The College may not be able to grant appeals for on-going / reoccurring medical conditions.

Financial Aid

Students receiving any type of Financial Aid should discuss the impact of this request with the Financial Aid Office (734-462-4433) **before** submitting a request for exception.

If you are seeking a late withdraw (W grade) please note that a W grade could negatively impact financial aid eligibility. Withdrawal from all classes may require the student to return all or a portion of the aid previously received.

As a result of your appeal, your financial aid and student account will be adjusted as needed. These adjustments will revise your charges and your financial aid may be re-calculated. **You may owe money to the college and the financial aid programs.** If you have received a financial aid balance check, the amount you owe may be substantial.

Financial aid students are not eligible for re-take credits.

What resolutions can I seek?

The committee will review your request in light of the resolution you request in your appeal, however circumstances may prevent us from granting the solution that is requested. You can request:

- Late withdrawal. If you are granted a late withdraw, a W grade will be posted to your transcript, and you will not receive a refund or a retake credit. W grades do not impact your GPA, but may impact your financial aid eligibility.
- Retake credit. You do not receive a refund or a grade on your transcript. You will be given one year to use the credited amount for any class(es) at Schoolcraft College. Retake credits are not available to Financial Aid students.
- Refund. Full or partial refunds may be granted.

Students must specify in their appeal the type of resolution they are seeking.

