

NORCO COLLEGE

COTOP APPEAL

This form is for students who have received a letter from the RCCD accounting services manager-regarding outstanding fees and are filing an appeal. If you decided not to attend/log in to a course(s) and were not dropped from the course, you may have received a substandard grade or "W" and owe fees. It is the students' responsibility to drop themselves from the course if they decide not to attend. Logging into CANVAS for online classes is equivalent to attendance for an in person/lecture course. Extenuating circumstances are verified, documented cases of accidents, illnesses, or other circumstances beyond the control of the student. Claims of non attendance will be verified. Accessing CANVAS, even once, is verification of positive attendance and petition will not be approved. No appeal will be considered without proper documentation.

Student:

Name: _____ SSN or Student ID #: _____
Last First M.I.

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Please list the specific course/s and semester/s in your request:

Semester: _____ Semester: _____ Semester: _____
College: _____ College: _____ College: _____
Course: _____ Course: _____ Course: _____
Section #: _____ Section #: _____ Section #: _____

Reason you are submitting petition, check all that apply:

Remove fees Remove W's Remove/Change Grade Other (brief explanation) _____

Clearly state your request and explain the extenuating circumstances in as much detail as possible. If necessary please use additional paper and include documentation. Allow at least 3 weeks for processing. Your response will be mailed to you.

Student's Signature: _____ Date: _____

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| INSTRUCTOR/DEPARTMENT CHAIRPERSON/DEAN OF INSTRUCTION RECOMMENDATION USE ONLY: | |
| <input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Disapproval | Comments _____ |
| _____ _____ | |
| Instructor/Department Chairperson/Dean of Instruction Signature: _____ | Date _____ |

ADMISSIONS & RECORDS OFFICE USE ONLY

Approved Disapproved

Comments: _____

