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 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:_____   **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.__

_____

_____

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_____

Student's Signature:_____   Date:_____

INSTRUCTOR/DEPARTMENT CHAIRPERSON/DEAN OF INSTRUCTION RECOMMENDATION USE ONLY:

☐**Recommend Approval** ☐**Recommend Disapproval**   **Comments**_____

Instructor/Department Chairperson/Dean of Instruction Signature:_____ Date_____

ADMISSIONS & RECORDS OFFICE USE ONLY

☐**Approved**   ☐**Disapproved**

Comments:_____

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