

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 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. Extenuating circumstances are verified, documented cases of accidents, illnesses, or other circumstances beyond the control of the student. 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: _____

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: _____

