Farmingdale State College
State University of New York

APPEAL TO EXTENUATING CIRCUMSTANCE COMMITTEE

The procedure for requesting an exception outside of the College's Tuition Refund Policy is available to students when severe circumstances arise that prevented a student from attending classes for the remainder of a semester or resulted in non-attendance of classes in which you were enrolled.

Attendance beyond the 8th week of the semester is not eligible for consideration by the ECC

CRITERIA FOR APPEALS:

- Severe medical issues or serious injury directly involving yourself or immediate family member
- Academic Course Error
- Student's Military Activation
- Other: Severe/Unforeseen circumstance

GENERAL INSTRUCTIONS

1. You must officially **withdraw** from course(s) that you are appealing. The College cannot process your appeal if you remain enrolled in a course(s). ***Non-attendance*** does not cancel a student's financial liability. If you were assigned a grade "N" (never attended), this grade cannot be changed to a withdrawal.

2. To apply for **retroactive withdrawals** for a previous semester, you must first submit an appeal to the Retroactive Withdrawal Committee (c/o Admissions & Academic Standards Committee) at **AASC@farmingdale.edu** or addressed to Retroactive Withdrawal Committee, Attn: Robert Cremmins, Laffin Hall, Room 221, Farmingdale State College, 2350 Broadhollow Rd, Farmingdale, NY 11735-1021. Appeals are reviewed during the Fall and Spring semesters. Appeals submitted during the Summer semesters are reviewed in the Fall.

3. **Complete the refund request form**: refund request form must be completed in its entirety.

4. **Attach supporting documentation and typed detailed statement.**

    a. Typed detailed statement why you were unable to complete semester. Submitted by you (the student); (not a third party, unless legally assigned).
    b. Supporting documentation should include extenuating circumstance which occurred during the semester that prevented you from attending classes for the remainder of a semester or from attending classes in which you were enrolled, the severity and length of circumstance(s) and must be in official document format. **A final decision is made based on supporting documentation. Additional information will NOT be accepted.**

5. **Request must be addressed to:** Farmingdale State College, Extenuating Circumstances Committee, Dean of Students-Dewey Hall Room 118, 2350 Broadhollow Road, Farmingdale, NY 11735-1021

GENERAL GUIDELINES

6. A request for tuition credit must be submitted no later than one year after the end of term in question. For example, a student requesting a tuition credit for the Spring semester must submit their request before the end of the following Spring semester. ***Appeals received after the deadline will not be honored***.
7. Drop/Add refund dates are widely publicized. Therefore, appeals based on lack of awareness of the dates will not be accepted.
8. ***Non-attendance*** does not cancel a student's financial liability. An extenuating circumstance explaining non-attendance must be submitted; if appeal is approved an administrative cancelled registration fee will be assessed.
9. The Committee will communicate its decision in writing. The Committee's decisions are final. The Committee does not, under any circumstances, take phone calls or schedule appointments. Allow six to eight weeks.
10. If your appeal is approved, you will receive a pro-rated refund of tuition based on the withdrawal date or last date of attendance.

Farmingdale State College
State University of New York

REFUND REQUEST FORM

PLEASE READ THE APPEAL INSTRUCTIONS AND TUITION REFUND POLICY BEFORE COMPLETING FORM. Appeals submitted without a completed application, supporting documents and student's statement will be DENIED.

Student Information:	
Name:	**Student ID/"RAM" number**
Current Mailing Address **(if your address is different from your previous student records, you must submit a change of address form with your appeal)**	
Phone	**E-mail**

List all courses you are requesting a credit for: (use additional forms as needed)

CRN/Department/Section/Title	Credits	Semester/Year	Last Date of Attendance/Date of Withdrawal

Reason and Rationale: Check One and MUST attach your Typed Statement of Justification explaining the grounds of your appeal and provide Supporting Documentation as necessary. Appeals will not be reviewed without supporting documents and typed statement.

☐ Student's Medical Situation	For severe medical issues or serious injury directly involving yourself or immediate family member. **MUST** submit a signed doctor's official letterhead statement, to include: dates, medical condition, length of treatment, and how illness/injury prevented you from attending classes for the remainder of a semester or resulted in non-attendance of classes in which you were enrolled.
☐ An Academic Course Error	Submit all documentation possible to support your statement; include student copies of official college administrative documents and/or letter from faculty member involved in error.
☐ Student's Military Activation	Submit a copy of military activation orders signed by commanding officer.
☐ Other Circumstance	Severe/Unforeseen circumstance that prevented you from attending classes for the remainder of a semester or resulted in non-attendance of classes in which you were enrolled, i.e. death in family, MUST be supported with official documentation.

If the circumstance meets any of the above, the following must also be met:

- Application must be made within one year after the end of term in question.
- Attendance cannot exceed beyond the 8th week of the semester. If a student's last date of attendance is beyond 8th week of the semester, the case is not eligible for consideration by the ECC.
- The student must be officially withdrawn before application is submitted.

Student Accountability Statement: To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate. I understand that the Committee's decision is final.

_____

Student Signature **Date**

Mail Application and Supporting Documentation to: Farmingdale State College, Extenuating Circumstances Committee, Dean of Students-Dewey Hall Room 118, 2350 Broadhollow Road, Farmingdale, NY 11735-1021

As the Committee consists of personnel from several sections of the campus, telephone calls regarding appeals cannot be accepted. The Committee reviews appeals throughout the academic calendar year. Allow six-eight weeks for the Committee to review your appeal and respond. The decision of the Extenuating Circumstance Committee is **FINAL**. For information regarding the ECC process: Email ECC@farmingdale.edu