

Administrative Appeals Form

Once complete send this form to one of the following:

- E-mail - registrar@mercycollege.edu



An administrative appeal is a request by a student to the college administration to consider making an exception to policy or procedure due to extraordinary circumstances. Administrative appeals consist primarily of two types of appeals, **Administrative Withdrawals and Refund Requests**.

The College is under no obligation to grant an appeal as any appeal is an exception to the policy or standard operating procedures. Circumstances that support an administrative appeal may include, but are not limited to **unexpected/unscheduled**:

- significant illness, injury;
- significant illness, injury, or death of an immediate family member;
- legal matters that require the student to be absent for significant periods during the term;
- change in employment status or increased workload; and
- other significant life events that impacted a student's ability to complete coursework or otherwise meet requirements of the College's policies and procedures.

STUDENT INFORMATION

Name: _____

First

Middle Initial

Last

Student ID #: _____ Email: _____

Program of Study: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Date of Birth: _____

APPEAL INFORMATION

Semester and Year of Appeal: _____ Course Prefix and Number: _____

If Applicable

PLEASE INDICATE THE APPEAL TYPE YOU ARE REQUESTING (CHECK ALL THAT APPLY):

Administrative Withdrawal

Refund Request

Other: _____

I have read and understand the Administrative Appeals section of the Mercy College of Ohio College Catalog.

Student Signature _____ Date _____

Office: Student Records

Last Updated: 01/12/2021

2221 Madison Avenue, Toledo, Ohio 43604

Processed by: _____ Date: _____

Staff Initials

1.888.80.MERCY mercycollege.edu