

Registration Appeals may be made no later than 60 days after the end of the semester for which the appeal is being made. All appeals must be submitted in writing by the student. Appeals without the student's signature or without proper documentation will not be heard. If an appeal is granted, the only change to the student's record will be a drop or withdrawal. Deletions will not be permitted, as this would destroy original documentation for the student's registration.

Registration Appeals may be filed for the following reasons **ONLY**, but does not guarantee that approval will be granted:

1. Severe illness which occurred within the term being appealed and that is documented by a physician stating the student was not released to return to the classroom during the term (documentation required).
2. Death in the immediate family (documentation required - *Obituaries, funeral programs, death certificates, etc. can be used as documentation*).
3. Mitigating work conflict which caused the student to withdraw from the class (documentation required).

The following reasons do not constitute a valid registration appeal:

1. Failure of the student to attend class is not in and of itself a justifiable reason for an appeal.
2. Failure of the student to read and comply with Dallas Baptist University's drop and/or withdrawal policies is not a valid reason for an appeal.
3. Lack of sufficient financial aid to pay a student's account in full is not a valid reason for an appeal.
4. Lack of timely submission or proper completion of the FAFSA form or other documentation needed to apply for financial aid by the student is not a valid reason for an appeal.

The following procedures should be followed when an undergraduate or graduate student desires to pursue an appeal to the academic, financial, or financial aid decision regarding registration, add/drop, or withdrawal:

1. A *Registration Appeal Procedure Form* will be furnished to the student through a DBU Office or from the DBU Registrar's Office webpage.
2. **The student should complete the form no later than 60 days from the last day of classes of the semester for which the appeal is being made. Attach an explanation of what you are appealing and all relevant documents. The appeal will be DENIED if no support information is given. Be as specific as possible with the action you feel should be taken regarding the academic and financial aspect of the appeal. The student should return the completed form to the Registrar's Office.** The Registrar will present the student's appeal to the Committee.
3. Once a decision is reached, it will be the responsibility of the Registrar's Office to notify all parties in writing of the Committee's decision.

Keep this page for your records.



Registration Appeal Petition

Date _____ Social Security or DBU ID Number _____

Name (Last, First, Middle) _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email Address _____

Course Name(s), Number(s) and Section(s) _____

Semester/Term for above course(s) _____

Advisor _____

College/Department _____

**BY SIGNING BELOW YOU AGREE THAT YOU HAVE READ AND UNDERSTOOD
THE REGISTRATION APPEAL PROCEDURES.**

Student's Signature _____

OFFICE USE ONLY

Date Received _____ All Required Documents Received _____

Comments _____