

Student Information

Full Name _____ T# _____
 Current Term: Fall & Year _____ Spring & Year _____ Division: A&S CON DD

Preliminary Questions

When do you plan to graduate? Spring & Year _____ December & Year _____ January & Year _____
Dropping or withdrawing from a course may affect your graduation status.

Are you an international student? Yes* No
**If yes, and you are appealing to drop or withdraw a course(s) and your remaining coursework would be below 12 credit hours, contact the Director of International Student and Scholar Services.*

Signature of International Student and Scholar Services Director _____ Date _____

Are you a student athlete? Yes* No
**If yes, and you are appealing to drop or withdraw, please understand that if your appeal is approved, your athletic eligibility may be at risk. Contact the Associate Director of Athletics for Communications and Compliance for information before proceeding.*

Do you receive financial aid or scholarships? Yes* No
**If yes, it is your responsibility to contact financial aid before submitting this form for advice on how your appeal request, if approved, may impact your finances.*

Which Course(s) and Registration Deadline(s) are You Appealing?

CRN _____ and subject _____ and number _____ and title _____
 Add* Drop Withdraw ("W" grade) P/NP
**requires providing proof of instructor agreement along with submission of the completed appeal*

CRN _____ and subject _____ and number _____ and title _____
 Add* Drop Withdraw ("W" grade) P/NP
**requires providing proof of instructor agreement along with submission of the completed appeal*

CRN _____ and subject _____ and number _____ and title _____
 Add* Drop Withdraw ("W" grade) P/NP
**requires providing proof of instructor agreement along with submission of the completed appeal*

Student signature: I have read and understand the reverse side of this form, registration deadline appeals policies and guidelines. I understand that submission of the registration deadline appeal form does not guarantee approval. I affirm the information in this appeal to be accurate and factual.

Student Signature _____ Date _____

Next Steps

Attach a narrative. Be descriptive. Provide details about what occurred to prevent you from meeting the registration deadline. Craft your responses in a clear and straightforward manner. If your circumstance is medical-related, provide only general information. Please respond to each question separately.

1. What circumstances prevented you from meeting the registration deadline?
2. Provide a detailed timeline of events. Your timeline should be specific, including month, day(s), and, if applicable, time of day when your circumstance occurred.
3. Additional information: Would you like to share any additional information with the committee to help them understand your request for an exception? (optional)

Meet with an Assistant Dean for Student Support. All students must meet with an Assistant Dean for Student Support in the Academic Advising Resource Center (AARC). To schedule an appointment, access the [Engage Student Dashboard](#). Click on the "Book Appointment" tile, and under appointment type, select "Registration Deadline Appeal. You can complete and submit this form before your scheduled visit or wait to complete and submit the form until after your scheduled visit. In either instance, your meeting must occur before the Registration Deadline Appeal due date. Following your visit, the Assistant Dean will provide confirmation directly to the Office of Registrar that the meeting has occurred; you are not responsible for collecting this confirmation.

Submit your appeal, narrative, and supporting documents or letters. Submit this completed form, student narrative, and supporting documents (optional) to: registrar@oberlin.edu. All required documents and your meeting with an Assistant Dean must be completed by the Registration Deadline Appeal due date. Please note that your appeal will not be reviewed until the Office of the Registrar receives confirmation directly from an Assistant Dean for Student Support that your meeting has taken place. The appeal decision will be communicated to your Oberlin email address.

Policies and Guidelines

1. If an exception to a deadline published in the academic calendar is necessary due to circumstances beyond the student's control, this form may be used to appeal. Deadlines for registration-related activities are established by the college in accordance with faculty-approved academic policy; deadlines for all course adjustments are publicized well in advance in the academic calendar available online in the events calendar and at the Registrar's web site: <https://www.oberlin.edu/registrar/resources/academic-calendar>.
2. The appeal form and all of its components must be submitted by the deadline noted on the due dates link on the Downloadable Forms webpage: <https://www.oberlin.edu/registrar/policies-procedures-forms/downloadable-forms>. The student must obtain all required signatures and necessary approvals associated with their appeal at the time of appeal submission.
3. If the student wishes to drop a course (or reduce credits for a course) and that drop would result in the student's registration of less than the required minimum of 14 credits/3 academic and one-half course in the Arts and Sciences, 16 credits in the Conservatory or Double Degree program, the appeal will not be considered.
4. If the student wishes to withdraw from a course and that would result in the completion of less than the required minimum of 14 credits/3 academic and one-half course in the Arts and Sciences, 16 credits in the Conservatory or Double Degree program, the Registrar's Office will refer the student to the appropriate office for a consultation before granting the appeal (Arts and Sciences students: Academic Advising Resource Center; Conservatory students: Conservatory Associate Deans Office; Double Degree: either office).
5. Requests to add a course requires providing proof of instructor agreement along with submission of completed appeal.
6. No appeal will be accepted if the faculty member has already submitted a final grade for the student or if classes have ended for the semester.
7. Certain changes cannot be appealed after the deadline noted on the academic calendar. Specifically, the option to change back to letter grades will not be accepted.