



## STUDENT APPEAL FORM LATE ADD / SCHEDULE ADJUSTMENT FORM

This form must be submitted to request a late add or schedule adjustment by exception after the published last day to Add/Drop in the Week of Financial Responsibility. Please print legibly. Use the second page for additional justification. Documentation may be required. This form must be submitted to the Collegewide Chair or Dean within one business day after obtaining applicable signatures.

**INCOMPLETE FORMS WILL BE RETURNED TO THE STUDENT CAUSING DELAYS OR POSSIBLE MISSED DEADLINES.**

**Term:** ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_ ☐ Check box if you are Dual Enrollment Student

Student Name (Print or type Legibly)	Student ID Number	Daytime Phone
Street Address	City, State, Zip	Student Program of Study

### Course(s) to be ADDED or REMOVED from Schedule

Instructors should verify that a student has been attending the course or that the instructor is willing to assist the student in making up any missed work (or the student has agreed to accept any penalties for missed work) prior to enrollment in the class. Student must read and sign below.

CRN	COURSE SUBJECT & NUMBER	SECTION NUMBER	COURSE NAME	CREDIT or CLOCK HRS	STUDENT ATTENDING CLASS (Y/N)	INSTRUCTOR APPROVAL	PROGRAM MANAGER APPROVAL REQUIRED FOR CLOCK HOUR OR LIMITED ACCESS PROGRAM (FOR CLASS REMOVAL)	REMOVE STUDENT FROM FUTURE PROG COURSES?	Indicate Course to be ADDED or REMOVED
12345	BSCC 1010	01M	GENERAL BIOLOGY 1	4				(Y OR N)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
								(Y OR N)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
								(Y OR N)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
								(Y OR N)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
								(Y OR N)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
								(Y OR N)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
								(Y OR N)	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Continue to next page for including reason for request and any required documentation.

I. REASON FOR LATE ADD - SCHEDULE ADJUSTMENT:

2. Consult Student Handbook for additional information.

I understand that exceptions may be referred to the Student Financial Appeals Committee (SFAC). The decision of the SFAC is final. I also understand that any debt that is not removed from my account will be due upon decision of the SFAC committee.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Collegewide Chair/Dean Complete Below.      Approved: \_\_\_\_\_ YES      \_\_\_\_\_ NO

Collegewide Chair \_\_\_\_\_ Date: \_\_\_\_\_

Dean \_\_\_\_\_ Date: \_\_\_\_\_

*Signed form must be completed and submitted for registration within one week of final approval, or it becomes invalid.*

Office of the Registrar: Student Notified via: ☐ email      ☐ phone      ☐ Other \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, sex, gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment. Inquiries regarding the College's nondiscrimination policies may be directed to:

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**Ms. Darla Ferguson, Civil Rights Compliance Officer**

Cocoa Campus, Building 2, Room 103

1519 Clearlake Road, Cocoa, FL 32922

Phone: 321-433-7080 E-mail: [fergusond@easternflorida.edu](mailto:fergusond@easternflorida.edu)

OR

**Stephen W. Salvo**

**Security & Title IX Compliance Coordinator**

Melbourne Campus, Bldg. 8, Rm. 201G

3865 North Wickham Road, Melbourne, FL 32935

Phone: 321-433-7180 Fax: 321-433-5775 Email: [salvos@easternflorida.edu](mailto:salvos@easternflorida.edu)

**Inquiries regarding veterans' programs may be directed to:**

**Military & Veterans Service Center** Student Services Center/Administration Building 1, Room 140

3865 N. Wickham Road, Melbourne, FL 32935 Phone 321-433-7880

OR

**Military & Veterans Service Center** Ralph M. Williams Student Center, Building 11, Room 113

1519 Clearlake Road, Cocoa, FL 32922 Phone: 321-433-7880