

2019-2020 EXTENUATING CIRCUMSTANCES APPEAL (ECA)

This petition is for students who encounter situations involving extenuating circumstances, or emergencies that my affect their educational records and fall outside the realm of normal college policy and procedure. FAILURE TO BE AWARE OF DEADLINES AND EXPECTED FAILURE IN A COURSE ARE NOT acceptable reasons for filing an Extenuating Circumstance Appeal. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstance Appeal.

INSTRUCTIONS:

- 1. Obtain an RCC Promise Extenuating Circumstance Appeal (ECA) form from a Promise Educational Advisor.
- 2. Documents needed to submit an appeal:
 - a) Completed ECA form
 - b) Unofficial transcripts (Available to print on MyPortal account)
 - c) Type Written Statement (Clearly explain the extenuating circumstance with as much detail as possible including dates where possible)
 - d) Supporting Documents (i.e., court documents, police reports, doctor's note, hospital records, etc...)
 - e) Copy of updated Student Educational Plan and Semester by Semester Plan ECA packets submitted with missing or incomplete information will not be accepted.
- 3. Attach all documentation supporting your request. IT IS THE STUDENTS RESPOINSUIBLITY TO OBTAIN THE NECESSARY SUPPORTING INFORMATION. INSUFFIECENT DOCUMENTATION MAY RESULT IN A DENIAL OF THE APPEAL. All documentation submitted will remain confidential.
- 4. Return the completed ECA packet to a Promise Educational Advisor. Allow 4-6 weeks for processing, all responses will be emailed to you via your RCC student email.

Deadline to submit a completed ECA packet:

Spring and Summer terms: August 1st Fall and Winter terms: January 10th

Riverside City College Promise Program

PROMISE EXTENUATING CIRCUMSTANCES APPEAL

Extenuating circumstances are verified, documented cases of accidents, illness, or other circumstances beyond the control of the student.

Last First Student ID Number Phone: Student email address: Major: Promise Depart:CTE FPA LHSS STEM List of items needed prior to submitting your appeal: Completed appeal form Unofficial transcripts (Available to print on MyPortal account) Type Written Statement (Clearly explain the extenuating circumstance with as much detail as possible) Supporting Documents (i.e., court documents, police reports, doctor's note, hospital records, etc) Copy of updated Student Educational Plan and Semester by Semester Plan Deadline to submit a completed appeal packet: Spring and Summer terms: August 1st Fall and Winter terms: January 10th Submit your completed appeal packet to your Promise Educational Advisor. Appeals may take 4-6 to process. You will receive an email via your RCC student email regarding the status of your appearance of the Promise appeal committee to verify any data or information you submit. Student Signature Date OFFICE USE ONLY Promise Staff: Date Received: Evaluation Period: Fall/Winter Spring/Summer ID# Verified: Documentation: Yes No	Name:				
Major:		Last First		Student ID Number	
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