



The Promise

2019-2020 EXTENUATING CIRCUMSTANCES APPEAL (ECA)

This petition is for students who encounter situations involving extenuating circumstances, or emergencies that may 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 PlanECA packets submitted with missing or incomplete information will not be accepted.
3. Attach all documentation supporting your request. **IT IS THE STUDENTS RESPONSIBILITY TO OBTAIN THE NECESSARY SUPPORTING INFORMATION. INSUFFICIENT 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.

Name: _____
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 weeks to process. You will receive an email via your RCC student email regarding the status of your appeal.

Your signature certifies that the information on this form is complete and accurate and indicates your permission for 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

Criteria for appeal met: Yes No