



Instructions for Submitting an Appeal:

Appeal Criteria:

Students may request exceptions to the published policy due to extenuating circumstances including but not limited to death in the immediate family, serious medical emergencies, military deployment, or natural disaster. Exceptions to the policy must meet the following criteria:

- A demonstrated direct cause-and-effect relationship between the extenuating circumstances and the student's ability to persist in his/her course(s).
- Circumstances experienced and their resulting impact were not foreseeable and/or could not have been reasonably prevented.
- Relevant documentation is provided from an appropriate authority to support the claim.

The following examples **do not** qualify as extenuating circumstances: Change in work schedule, poor time management, or misunderstanding or lack of knowledge of University policies and procedures.

Steps To Complete The Appeal Process:

1. If you are currently enrolled in course(s) or program(s) that you do not intend to complete, please contact the Enrollment Management Team at ccpeprograms@georgetown.edu for information on dropping or withdrawing immediately. Submitting an appeal does not constitute a drop or withdrawal and you may receive a tuition bill and recorded grade for any course you do not drop. Likewise, submitting an appeal will not stop collections activity or remove registration holds from your student account. If you have used military/VA benefits or employer assistance to finance your courses, contact these parties to determine your next steps.
2. Complete the form below and supply any supporting medical or other documentation to help evaluate your appeal. Please note that documentation must be on official letterhead of the issuing authority and include the contact information for this authority. All forms and supporting documentation must be typewritten.

Appeal Submission

All requests for exceptions to the CCPE drop and withdrawal and/or refund policies must be submitted within one calendar year from first day of class during which the circumstance occurred. All appeals must be submitted via email to the Georgetown CCPE Appeals Committee at ccpeprograms@georgetown.edu.

Appeal Decisions

Students will be notified of the Appeals Committee's decision within 30 calendar days of receipt of all required appeal documentation. Notification of the decision will be sent via email. Decisions of the Appeals Committee are final.

Appeal Checklist

You must provide information regarding each item (1-3) below. Failure to complete each step and to include documentation of your extenuating circumstances will result in the denial of your appeal.

All appeals must be typewritten and must be submitted via email. Handwritten documents will not be accepted. Save this form, scan any supporting documentation, and email to the Georgetown CCPE Appeals Committee at ccpeprograms@georgetown.edu with the subject Line "Appeal Packet_YourFirstName_YourLastName."

Decisions of the Georgetown CCPE Appeals Committee are final.

1. Describe the extenuating circumstances associated with your appeal (include relevant dates).

2. Please list supporting documentation included in your appeal packet (such as email correspondence, death record/obituary, military deployment orders, letter from a physician, etc.) and provide a brief explanation of how the documentation supports your appeal for exception to policy. Please be advised that all documentation must be on official letterhead from the issuing authority and include the contact information for this authority.

3. Describe the action(s) that you took to address the above circumstances. Include the names, dates, and the results of your discussions with University departments/individuals you contacted.