

ENROLLMENT & FINANCIAL SERVICES DIVISION

GUIDELINES FOR ALLIED HEALTH & NURSING APPEALS

Appeals for individuals who have applied to an allied health and nursing program will only be considered when a documented extenuating circumstance: 1) interferes with one's ability to renew an allied health & nursing program application within the designated 60 calendar day timeframe, or 2) prevents one from responding to an allied health & nursing program offer of admission within the timeframe outlined within the notification of program admission. Appeals must be typewritten and explain the reason for the request. **Documentation that substantiates basis for the request, must accompany the appeal—incomplete appeals will not be considered.** *Original documents that have been issued by a third-party institution (i.e. - medical documents, court documents, a statement from one's employer, etc.) are considered to be acceptable forms of documentation. **Documentation should be signed, dated, and written on the institution's letterhead.**

The following examples constitute acceptable forms of documentation (including but not limited to):

- Court documents
- Medical documents
- Signed and dated statement from one's employer/supervisor (written on letterhead)
- Signed and dated statement from one's physician (written on letterhead)
- Document issued by a third-party institution (i.e. – school, hospital, company, etc. written on letterhead)
- Documents that have been faxed directly to LCCC from the issuing institution

The following examples constitute unacceptable forms of documentation (including but not limited to):

- Written note from a relative, friend, neighbor, co-worker, etc.
- Documents that have not been signed/dated or not printed on the issuing institution's letterhead
- Documents that do not establish a connection or relationship to the individual requesting the appeal (note - documentation for an individual who has indicated that he/she is the primary caregiver for a person should specifically state that - i.e.: *Jane Doe, the granddaughter of Mary Smith, has served as Mrs. Smith's primary source of transportation for her October 1, 8, 16, and 22, 2010 physical therapy sessions*).
- Documents that do not specify times/dates or other details that would be applicable to the reason that has been presented as the basis for one's appeal (i.e. – *indicating that you were required to work overtime during the month of March, but submitting documentation that does not specifically indicate that overtime was required in during that month*).

Appeals should be forward to:

Thalia Fountain
Enrollment & Financial Services
Lorain County Community College
1005 N Abbe Road
Elyria, OH 44035

ADDITIONAL INFORMATION

The request for an appeal will not be granted if your documentation does not substantiate the reason that is presented as the basis for your request. Additionally, there is no guarantee that your appeal will be approved, or that clinical space will still be available in the allied health program for which the appeal was submitted. Unless otherwise stated, when approval has been granted for an individual to retain an offer of admission for a particular class in an allied health & nursing program; the approval shall be valid for program admission in the year and term of the original offer of admission, and will not be applicable toward admission to any future class. If a seat is not available or of the appeal is not approved, the student will need to file a new program application, and receive a new date of application in order to be considered for admission to a future class. All decisions are final. The submission of an appeal shall serve as: (1) your acknowledgement that you have read this document and, (2) your agreement to abide by the guidelines outlined in this document. A notification of the results of your appeal will be forwarded within a 2 – 3 week period via your LCCC student e-mail account.

***Original documents will only be accepted—Enrollment Services front desk personnel can make copies for individuals who need to retain their original documents; otherwise all original documents will be returned to you via U.S. mail once a decision has been made.**