GUIDELINES FOR ALLIED HEALTH & NURSING APPEALS

Appeals for applicants to an allied health and nursing program will only be considered when a documented extenuating circumstance has impeded the applicant’s ability to meet a program admission RSVP deadline. Appeals must be typewritten and explain the applicant’s reason for not responding. The applicant must include documentation that will substantiate basis for 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.) will be considered 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 specify a connection, relationship, or purpose (i.e. – “Jane Doe is often at the rehabilitation center during the day” versus “Jane Doe transports her grandmother, Mrs. Smith to the rehabilitation center each Wednesday for her 10:00 am appointments”).
- 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

Upon receipt, the appeal will be reviewed by a committee. The request for an appeal will not be granted if the documentation does not substantiate the reason that is presented as the basis for the request. Additionally, there is no guarantee that: 1) the appeal will be approved, or 2) space in the program will still be available if the appeal has been approved. If the appeal is not approved or if space in the program is not available, the applicant will have to file a new application in order to be considered for admission to a future class of the program. All decisions are final. The submission of an appeal will serve as the applicant’s acknowledgement that he/she has read this document and agrees to abide by the aforementioned guidelines. The committee forward its decision within a 2 – 3-week period via the applicant’s MyCampus 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.