



CLARK COLLEGE
 Enrollment Services Office, Gaiser Hall
 1933 Fort Vancouver Way, Vancouver, WA 98663-3598
 Phone: 360-992-2107 | E-mail: enroll@clark.edu

DATE RECEIVED

EXCEPTION REQUEST FORM

Use this form to request an exception to an enrollment or registration policy or process (see page two for details).
Do not use this form for an academic policy issue, such as, grades, degree exceptions, or prerequisites. Please refer to the college catalog for information on these topics at www.clark.edu/catalog.

1. STUDENT INFORMATION

Name: _____ Student ctclink ID Number:

Address: _____

City: _____ State: _____ Zip: _____

Preferred e-mail: _____ Preferred Phone Number: _____

► **Registration Form must accompany this request indicating for which classes you are requesting an exception.**

TERM ENROLLED IN CLASS(ES): Summer Fall Winter Spring Year _____

2. DOCUMENTATION MUST INCLUDE ALL OF THE FOLLOWING

Compose a detailed description of your request for an exception, including the justification and/or rationale for this request. Attach documentation to support your request. Include your name, student ctclink ID number, signature and date on the letter. Medical and/or business documents must be on official letterhead, addressed to the college, signed and dated. See page 2 for definitions.

3. SUBMIT

Submit your request and documents to the Enrollment Services office with photo ID to enroll@clark.edu

I understand that any refund amount, if applicable, is subject to college policies and deadlines. Revised 5/13/2022

STUDENT SIGNATURE: _____ **Date:** _____

OFFICE USE ONLY:		<input type="radio"/> More info needed:	Date contacted _____	Date info provided _____
Date Received: _____	Registrar _____	Dean of Enrollment _____		
REGISTRAR/DIRECTOR: _____	Date _____	<input type="radio"/> Approved	<input type="radio"/> Denied	<input type="radio"/> N/A
DEAN OF ENROLLMENT: _____	Date _____	<input type="radio"/> Approved	<input type="radio"/> Denied	<input type="radio"/> N/A
<input type="checkbox"/> APPROVED	<input type="radio"/> _____%	<input type="radio"/> Withdraw only		
<input type="checkbox"/> DENIED – REASON: _____				
Student Notified: <input type="checkbox"/> by email <input type="checkbox"/> in person <input type="checkbox"/> by mail		Date: _____		
<input type="checkbox"/> Comment		TERM _____	DATE <u>PROCESSED</u>	

Exception Request Guidelines:

Students may request an exception to a Clark College policy, for example; refund, withdrawal, or other deadlines, due to 1) extenuating circumstances, or 2) errors or miscommunication on the part of the college.

- Refund policies apply to the *current* term for medical, bereavement, active duty military, or other emergency extenuating circumstances. Contact Enrollment Services in Gaiser Hall at 360-992-2107, or enroll@clark.edu for the deadlines to submit your request.
- Refund and withdrawal requests for situations regarding errors or miscommunication on the part of the college, or certain other extenuating circumstances, may be made up to two terms after the term in question.

Definitions:

Emergency Extenuating Circumstances – Bereavement, hospitalization, active duty military, incarceration, domestic displacement, or other emergency extenuating circumstances which directly affected the student’s ability to continue academic studies for the term in question. ***The following examples do not qualify for an exception:*** personal work schedule, grade earned will lower overall GPA, never attended or stopped going to class due to non-emergency.

Official Supporting Documentation – Official documentation, such as, a physician’s statement on letterhead and signed by a medical practitioner, military orders, police incarceration report, death certificate, etc.

Medical Condition – which prevents a student from continued studies at Clark College. Student must provide an official doctor’s statement, *signed by a medical practitioner*, which confirms dates of the medical condition that impacted the student’s ability to attend classes or successfully complete the term. (Please note that “electronically signed” statements are *not* acceptable, nor are chart notes or hospital discharge paperwork.)

Bereavement – Passing of a student’s immediate family member. Requests based on bereavement must be accompanied by an obituary notice, a copy of the death certificate, a memorial folder, or other documentation.

Error or Misinformation – Verifiable error or miscommunication on the part of a Clark College employee, or other issue, that prevented a student from taking appropriate action; documentable misinformation about Clark College policies or procedures. *Documentation that supports your request must accompany your statement.*

Procedure:

Student submits the following to Enrollment Services:

- Exception Request Form
- Registration Form, indicating for which classes you are requesting an exception
- Typewritten statement of the emergency, extenuating circumstances involved and your exception request
- Official supporting documentation, if applicable

NOTE: To protect student rights and privacy, students must submit their own paperwork unless they are incapacitated by circumstances. Contact the Registrar/Director of Enrollment Services for an exception to submit paperwork on behalf of the student. Please contact enroll@clark.edu or call 360-992-2107 for more information.

Important Financial Aid Notice: Federal and State refund regulations supersede the college refund policy. Adding, dropping, withdrawing from classes, or non-attendance of classes may impact your Financial Aid status. ***Before making changes to your schedule, contact the Financial Aid office.***

*****All communication will be conducted using the assigned Clark College student email account*****