



**OFFICE OF THE REGISTRAR  
APPEAL FOR SPECIAL EXCEPTION  
Documentation Checklist**

1113 Clarence Mitchell Jr. Building, College Park, MD 20742-5231 Phone: 301.314.8254 Fax: 301.314.9568  
[registrar-appeals@umd.edu](mailto:registrar-appeals@umd.edu)

Student Name: \_\_\_\_\_ UID: \_\_\_\_\_  
(Last) (First) (M.I.)

**Full documentation is required for all appeal requests.** All appeals require supporting documentation for review.

Required for **all** appeals:

Completed a signed/dated appeal form, with accompanying statement. Statement may be attached as a separate typed document, provided it is signed and dated.

Required for: students making a claim that they did not attend classes or stopped attending before final exams AND **any appeal requesting a monetary refund** :

Verification of non-enrollment provided by instructors, and must meet the following criteria:

- Contain the date that attendance ended (if attendance was taken)
- Contain the date of the last completed assignment and/or exam
- Confirmation whether the final exam was taken for the course
- Must be emailed directly from the instructors to [registrar-appeals@umd.edu](mailto:registrar-appeals@umd.edu) or otherwise sent on the department's letterhead to the Office of the Registrar.

Different types of appeals require different supporting documentation. Depending on the circumstances of the appeal, additional documentation beyond what is listed below may be required.

Medical Circumstances (including mental health circumstances)

Medical documentation, indicating a specific date when you could no longer attend classes.

- This may include doctor's notes, admission papers, hospital records, and any other pertinent documentation related to your circumstances

Student was enrolled at another institution:

Official verification of full-time enrollment at another institution (for students who indicate that they were studying full time at another institution).

International students who were not able to attend as planned due to travel or government restrictions:

Verification that student was not in the country e.g documentation from ISSS or from embassy, etc.)

Documentation of policies or restrictions that prevented the student from traveling.

Students who were impacted by the death of an immediate family member or other family emergency:

Death certificate and/or obituary

Travel documentation (if student traveled for funeral)

Documentation about the family member's circumstances

Other (Indicate in the text box what additional types of documents you are submitting):

All supporting documentation (with the exception of instructor verifications) must be uploaded to the Box folder shared with you when you submitted your Appeal Form. **If additional information is required to process your appeal, you will be contacted via e-mail.** If you have any questions please call 301-314-8254 or email [registrar-appeals@umd.edu](mailto:registrar-appeals@umd.edu).