

OER and PUBLISHER SUBSCRIPTION APPEAL FORM

ALL information must be complete and legible and the student must sign and date the form. It is the student's responsibility to withdraw from class if desired. If the appeal is approved, the course material charges will be removed from the student account. Incomplete forms will be returned to the student unprocessed.

Completed forms are submitted to the academic dean for each course appealed. After making an appeal decision, the academic dean forwards the form to Accounts Receivable.

SEMESTER: _____

STUDENT NAME: _____

Butler ID (or SSN): _____

Present Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

COURSE MATERIALS APPEALED:

(1) Course Number: _____

Credit Hours: _____

Course Materials Title: _____ Cost: _____

Instructor: _____

Dean: _____ Appeal Decision: _____

Course Number: _____

Credit Hours: _____

Course Materials Title: _____ Cost: _____

Instructor: _____

Dean: _____ Appeal Decision: _____

(3) Course Number: _____

Credit Hours: _____

Course Materials Title: _____ Cost: _____

Instructor: _____

Dean: _____ Appeal Decision: _____

REASON FOR APPEAL:

Attach appropriate documentation and specific information supporting reason for appeal. Appeals without proper documentation will not be considered. (See bottom of this form for examples of acceptable/unacceptable reasons).

I understand this appeal will only be considered if it is submitted with proper documentation. I further understand that appeals may only be submitted through the end of the semester following the semester of enrollment in a class.

STUDENT SIGNATURE: _____ DATE: _____

Acceptable Reasons

No notice in syllabus/Canvas

No opt-out instructions in Canvas

Major extenuating circumstance or hardship

Clerical error

Unacceptable Reasons

Missed opt-out deadline

Withdrawal after opt-out deadline

Minor circumstance or inconvenience

12/17/20