

ACCE NON-ACCEPTANCE/ INELIGIBILITY APPEAL INFORMATION



A student not accepted or deemed ineligible for the Access to Community College Education Program (ACCE) may submit an appeal due to:

- Non-completion of ACCE requirements as stated on the ACCE application and ACCE website (www.nr.edu/acce/); or
- Non-compliance with the requirements stated in the ACCE agreement signed by an ACCE accepted student.

Due to the Family Educational Rights and Privacy Act (FERPA), appeals will only be accepted from the ineligible student or representative for the student if the student has a FERPA information release designation on file with NRCC and the representative's name is included.

If a student has a special circumstance that warrants a review of non-acceptance/ineligibility to the ACCE program, the student may submit an appeal within 30 days of written or emailed notice of non-acceptance/ineligibility. The submission of an appeal does not guarantee a change in ACCE status.

Appeal Process

This appeal process pertains only to the administration of the Access to Community College Education Program, a program funded and administered by the New River Community College Educational Foundation. The Educational Foundation is a nonprofit organization operating separately from New River Community College with its own established scholarship administration rules. The Educational Foundation ACCE Appeal Panel decision is final and may not be overturned or re-appealed.

To appeal non-acceptance/ineligibility for ACCE:

- Complete the ACCE Non-Acceptance/Ineligibility Appeal Form.
- Provide a detailed explanation letter for your appeal (i.e., illness, death of family member, trauma, etc.).
- Provide supporting documentation (i.e., physician's statement, death certificate, etc.).
- Submit the completed appeal form, detailed explanation and supporting documentation within 30 days of written or emailed notification of ACCE ineligibility.
- Submit the appeal documents (completed appeal form, detailed explanation letter, and supporting documentation) to Dr. Deborah Kennedy, Executive Director of the NRCC Educational Foundation at dkennedy@nr.edu. **An appeal must be received no later than 30 days from the date of notification of non-acceptance/ineligibility. Late or incomplete appeals will not be considered.**

Conditions for which an appeal will be considered include, but are not limited to:

- Serious illness or injury to student or immediate family member (parent, stepparent, guardian, spouse, sibling, child) requiring extended recovery time – documentation must include a statement by a medical authority supporting the appeal and explaining the serious illness or injury
- Death of an immediate family member (parent, stepparent, guardian, spouse, sibling, child) – documentation must include death certificate or public notice of the death
- Significant trauma in student's life that impaired the student's emotional and/or physical health – documentation must include, for example, a legal, medical, or law enforcement report noting the occurrence of a sudden or uncontrollable event that adversely affected the student's academic performance
- Other unexpected, but verifiable, circumstances beyond the control of the student (i.e., natural disaster)
- Any or all parts of the ACCE application process not completed by the published ACCE application deadline (Free Application for Federal Student Aid (FAFSA), NRCC Admission Application, etc.) due to application system failure or clerical error

Conditions for which an appeal will not be considered include:

- Locality/residence requirement
- Any or all parts of the ACCE application process not completed by the published ACCE application deadline (FAFSA, NRCC Admission Application, etc.) due to oversight or inaction on the part of the applicant
- Final high school cumulative GPA (grade point average) or final GED scores below ACCE requirement
- NRCC GPA below ACCE requirement at end of each eligible semester
- Failure to complete ACCE required assigned community service project by end of each eligible semester

(SEE NEXT PAGE FOR APPEAL FORM)

**ACCE NON-ACCEPTANCE/
INELIGIBILITY APPEAL FORM**



Student Information (Please Print)

Name:	
NRCC ID Number:	
Mailing Address:	
Phone:	
Email:	
High School:	
Appeal for:	Please provide semester/year (ex: Fall/2026)

Please check the appropriate boxes:

ACCE Locality

Floyd County Giles County Montgomery County Pulaski County Radford City

Reason for Appeal

Serious personal/family illness Death in immediate family
 Significant trauma in student's life Other verified circumstances beyond student's control

Conditions for which an appeal will or will not be considered are included in the information section of this document.

The deadline for an appeal is 30 days from the date of written or emailed notice of ACCE non-acceptance/ineligibility. Late or incomplete appeals will not be considered. Due to the Family Educational Rights and Privacy Act (FERPA), appeals will only be accepted from the ineligible student or representative for the student if the student has a FERPA information release designation on file with NRCC and the representative's name is included.

An appeal must include the following items:

- ACCE Non-Acceptance/Ineligibility Appeal Form
- Detailed explanation letter for appeal (i.e., illness, death of family member, trauma, etc.).
- Supporting documentation (i.e., physician's statement, death certificate, etc.).

By signing below, I affirm that the information on this form and in the attached documentation is correct and complete to the best of my knowledge. I understand that appeals will be decided on a case-by-case basis. Furthermore, I understand the submission of this form does not imply or constitute approval of my appeal request.

Student (or Representative) Signature

Date

NRCC Educational Foundation Use Only:

Date of Non-Acceptance/Ineligibility Notification _____ Appeal Granted _____ Denied _____
 Date Appeal Received _____ Date of Appeal Notification _____