## LATE WITHDRAWAL APPEAL FORM Hagerstown Community College c/o Office of Admissions and Registration 11400 Robinwood Drive Hagerstown, MD 21742 Phone (240) 500-2238 Fax (301) 791-9165

Student ID\_\_\_\_\_

Student Name: \_

□ Personal:

□ Course

☐ Other:

Related

Issue:

Address
City/State/Zip
Phone Number
Semester of Appeal:           Fall   Spring   Summer           Year         Year           Classes:
You must have the faculty of the course(s) you are requesting a late withdrawal from sign below.  Signature of Faculty
HCC only grants late withdrawals under extraordinary circumstances. It is the student's responsibility to submit an official class withdrawal form to the College's Admissions, Records & Registration Office prior to the deadline in order to receive a W grade.
After the withdrawal deadline, appeals to the policy must be made by using this form and submitted to the above address Supporting documentation <u>must be included</u> where indicated and may be requested on any appeals.
Complete this form and check the appropriate box for the basis of your appeal.
☐ Illness/Injury: Provide a detailed explanation of the situation including how the occurrence specifically affected your ability to complete courses. Supporting medical documentation from the physician or hospital is required.
□ <b>Bereavement:</b> Provide an explanation noting your relationship to the deceased and how the occurrence specifically affected your ability to complete courses. Supporting documentation is required (i.e. an obituary, funeral notice, etc.).

The Director of Admissions, Records, and Registration or the Dean of Students will respond in writing to your appeal.

affected your ability to complete courses. Include any relevant documentation.

Provide a detailed explanation noting the circumstance and how the occurrence affected

to first discuss these issues with the instructor and the appropriate academic director or

Provide a detailed explanation of the situation including how the occurrence specifically

your ability to complete courses. Supporting documentation is required (i.e. legal

If your appeal is based on issues directly related to the course, you are encouraged

chairperson. In an appeal, provide a detailed explanation of the situation and include

documents, police reports, etc.).

any relevant documentation.