HARFORD COMMUNITY COLLEGE **ACADEMIC APPEALS COMMITTEE** APPEAL APPLICATION

Name	Previous Name	
Address	Date	
	Telephone	
Program of Instruction	HCC ID No.	
Anticipated Graduation Date		

INSTRUCTIONS:

- Complete all appropriate sections of this form.
- If the nature of your appeal is due to extenuating circumstances, please provide appropriate documentation as listed below.

DOCUMENTATION IS REQUIRED FOR ALL LATE WITHDRAWAL REQUESTS.

Extenuating Circumstance	Sample Documentation Required	
Death in the immediate family	Copy of obituary or death certificate	
Involuntary transfer or change in work hours	Letter from employer on company letterhead indicating effective	
by employer	date of involuntary transfer or change in work hours	
Assignment to active duty in armed services	Copy of military orders to active duty	
Serious illness/accident/medical condition	Letter from qualified physician on letterhead indicating	
17 a.7 ft >> iii	description of illness/condition, specific time period when seen by	
THE CENTRAL PROPERTY.	physician, and statement supporting request that reflects how the	
D = 2 0 10 1	illness or medical condition prevents student from meeting	
V 45 C 11	course(s) requirements	

- If uncertain about any part of your request and/or the completion of this form, please meet with a Student Development Specialist in Advising, Career, and Transfer Services or Disability Support Services located in the Student Center
- Return this entire appeal application to **Registration and Records Office** located in the: Student Center; Harford Community College; 401 Thomas Run Road, Bel Air, MD 21015

Appeal for (check one):

Course Su	bstitution
a	HCC Course
b	Transfer Course/Substitution from Another College
	Must include the course description and/or course syllabus from the year taken.
Waiver(s)	
a	Credits required for additional HCC degrees/certificates 15 additional credits per degree or 25% of the credit hours for the certificate since earning the last degree/certificate
b.	Course
c	Last 15-credits at HCC residency requirement (prior to catalog year Fall 2012)
Late With	drawal from the following term and course(s) :
*M	lust file within one year of taking course.
	b Waiver(s) a b c Late With *M

 $^{^{}st}$ Appropriate documentation required. Please see above chart for acceptable documentation.

State reason(s) for appeal (additional comme	ents on separate sheet may b	e attached):
Γο support my appeal, I have:		
have discussed my appeal with my instructor(s) _		Yes No
nstructor's Comments:	(instructor's signature)	Not Applicable
The information I have given is true and accurate to	o the best of my knowledge.	•

Submission Deadlines: The Academic Appeals Committee meets monthly from August to May. The appeals process takes approximately four to six weeks. Once a decision is made a letter will be sent to the address you have provided on this application. All decisions are **final**. Summer appeals during June and July will be acted upon only if they affect summer registration or August graduation. **NO** action will be taken on your appeal until all information requested has been provided.