

# Bucks County Community College

## Information About Withdrawal Grade/Tuition Appeals

Bucks County Community College provides an appeal procedure for students who believe that the enrollment or grading in certain coursework is questionable. Students should first see the course instructor to resolve the matter. If resolution is not achieved, then the Assistant Academic Dean should be consulted. Beyond that, the student may file an appeal:

### Tuition Appeal

A tuition appeal is for coursework undertaken during this current semester.

A Tuition Appeal may be granted if a student was unable to attend courses registered in the current semester due to medical, personal, or employment-related situations that were beyond the student's control. The attached Tuition Appeal form can be used to file the appeal. The deadline to submit the form is the **last day of the semester in which the course enrollment is being appealed.**

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### Withdrawal Appeal

A withdrawal appeal is for grades received in coursework that was taken during previous semesters:

A Withdrawal Appeal will be considered up to three years after the end of the semester or session in which the grade was received. If you decide to request a Withdrawal (W Grade) for the course or courses you were not able to complete due to medical, personal, or employment-related situations that were beyond your control, you may use the attached form.

It should be noted that only the Instructor authorizes the grade change to "W." Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.



**Reason for appeal:** (If more space is needed, please attach a separate page.)

**\*Please note: Supporting documentation must be submitted with the appeal.\***

**I declare the foregoing to be to the best of my knowledge and belief, an accurate statement of facts. It is understood that any false statement(s) may be sufficient reason for dismissal of my appeal.**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

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**For College Use Only**

\_\_\_\_\_ Approve

\_\_\_\_\_ Deny

\_\_\_\_\_  
**Provost and Dean of Academic Affairs**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ Approve

\_\_\_\_\_ Deny

\_\_\_\_\_  
**Vice President/Dean of Student Affairs**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ Approve

\_\_\_\_\_ Deny

\_\_\_\_\_  
**Assistant Dean, Enrollment Services**

\_\_\_\_\_  
**Date**