

Bucks County Community College

Information about Withdrawal Appeals

Before filing an appeal, a student should first consult with their course instructor and/or appropriate Academic Dean.

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.

Appeals that meet the minimum requirements will be reviewed by the Academic Performance Committee. If the committee feels that there is sufficient evidence to support the withdrawal, the appeal is then submitted to the instructor for final approval. These process may take several weeks

Reasons that are ***not considered*** acceptable by the committee:

- Non-attendance
- Not knowledgeable of drop/withdrawal deadlines
- Do not have sufficient resources with which to pay tuition
- Dislike of the course or instructor
- Suspension or dismissal from the college for academic reasons or disciplinary reasons
- Earning a low-grade
- The course was too difficult
- Ongoing technology issues
- Inability to transfer the course to another institution
- The instructor said they would take care of it. Student is responsible for changes to his/her schedule



Appeal for Withdrawal After Withdrawal Deadline

*Withdrawal Appeals are not considered until **after** final grades have been posted, but must be submitted within three years of the course in question.*

Name: _____ Student Number: _____

Address: _____ City/St/Zip _____

Phone: Home _____ Cell _____ Email Address: _____

You must submit separate packets for each semester you wish to appeal. For example, if you are appealing 17/SP and 17/FA, you should have two packets, each containing a completed form, a personal statement, and supporting documentation.

Any **Financial Aid** received for the courses that you are appealing may impact the decision to approve or deny the appeal.

For **ALL** appeals, you must attach **documentation** to support your request to this form:

- For **medical** issues, include a letter from a physician or other medical practitioner, on letterhead, detailing the dates of treatment and statement attesting to student’s condition as reason for withdrawal.
- For **death in family**, please include a copy of the death certificate.
- For **change in employment**, submit a letter from your employer stating date of change and revised hours.
- For any **other** situations, supporting documentation should likewise be attached.

For **ALL** appeals, you must complete the Personal Statement/Explanation section of this form. Be as specific as possible to dates and circumstances in explaining your request.

Please list the courses you would like to appeal for withdrawal after the withdrawal deadline

Semester: _____. (year/semester, ex: 17/FA)

Course No. and Section	Name of Course	Instructor Name

What courses, if any, were you able to complete during the semester in question and what were your final grades?

Course No. and Section	Name of Course	Grade	Why were you able to complete this course?

Appeals must be reviewed by the Academic Performance Committee, and, if approved, are forwarded to the instructors for final decision. **Please allow 4-6 weeks for a response.**

Personal Statement/Explanation 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 information in this submission 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.

Student Signature: _____ **Date:** _____

Appeals that do not meet all requirements will be returned without being reviewed

Please submit your completed form to the **OFFICE OF ENROLLMENT**, which is located in the first floor of the Links Pavilion, 275 Swamp Road, Newtown, PA 18940 or fax to 215-968-8110. **Students will receive written notification of the decision made by the Academic Performance Committee.**

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