

Bucks County Community College

Appeal for Late Submission of an Alternative Proctor Form

You may appeal to submit an Alternative Proctor Request Form after the deadline indicated on the Academic Calendar due to medical, personal, or employment-related situations that were beyond your control. Please use the attached form. Appeals that meet the minimum requirements will be forwarded and reviewed by the Dean of the Department and communicated to the instructor.

Reasons that are not considered acceptable:

- Late registration/starting the course late
- Non-attendance
- No knowledge of alternative proctor request deadlines
- Convenience
- The instructor said they would take care of it. Students are responsible for submitting their own request forms.

Telephone number

Student number

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 refusal of my appeal.

Signature of Student

Date

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

For College Use Only

Approve

Deny

Bucks County Community
College/Dean/Department

Date