



PITT COMMUNITY COLLEGE

Official Withdrawal Eligibility Request

NAME _____ DATE _____

STUDENT ID # _____ TERM _____

MAILING ADDRESS _____ PHONE # _____

CLASSES REQUESTED TO BE REVIEWED FOR APPEAL:

I would like to request to regain the Official Withdrawal Eligibility Status due to having completed **one** of the following:

(Please check the one that is applicable to you)

_____ I have repeated and successfully completed a previously withdrawn course with a C or better final grade. I understand that I am eligible for one (1) additional official withdrawal for every previously withdrawn course I repeat.

_____ I have completed 3 consecutive semesters of six (6) or more credits hours with a 100% pass rate.

_____ I have recently been readmitted to PCC after have not being enrolled for 6 consecutive semesters (2 years).

_____ Other Reasons *(Documentation required for review from by PCC OW Appeals Committee)*

Please submit this form to:

**Pitt Community College
Office of Admissions & Records
PO Drawer 7007
Goess 100, Enrollment Services
Greenville, NC 27835**

**Or, Faxed to:
(252) 321-4209**

To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate. I understand this request will not remove OW grades from my PCC transcript. This request will help me regain eligibility **up to** eight more OWs beyond the 8 total allowed during tenure here at PCC. **(Please see Page 2 for criteria)**

Student Signature

Section to Be Completed by the Office of the Registrar

<input type="checkbox"/> Form Received	Date: _____	Initials: _____
<input type="checkbox"/> Processed by the Registrar	Date: _____	Initials: _____
<input type="checkbox"/> Student Notified in Writing	Date: _____	Initials: _____

Official Withdrawal Appeals Committee

This committee will review appeals from students who wish to officially withdraw after the 60% point of the term (or class). Committee members will consider exceptions, with appropriate documentation, for the following reasons:

1. Medical/Psychological
2. Legal
3. Safety/Concerns
4. Military Obligations

Appeals will be granted when a minimum of 3 (three) committee members give approval.