



# PITT COMMUNITY COLLEGE

## Appeal to Officially Withdrawal after the Deadline

NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT ID # \_\_\_\_\_ APPEAL TERM \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

CLASSES REQUESTED TO BE REVIEWED FOR APPEAL:

\_\_\_\_\_  
\_\_\_\_\_

Please include a letter describing the reason for your appeal, as well as any supporting documentation, with this form.

- Appeal letters must be typewritten by the student. Handwritten letters or letters written on behalf of the student will not be reviewed and will be returned to the student.
- Appeals received without proper documentation will not be reviewed.
- Appeals received for semesters after the cutoff for appeals will not be reviewed.

The Withdrawal Appeal Committee does not, under any circumstances, take phone calls or schedule appointments. All appeals MUST be submitted in writing to:

**Pitt Community College**  
**Withdrawal Appeal Committee**  
**c/o Student Development Services Office**  
**Vernon White, Room 4**  
**PO Drawer 7007**  
**Greenville, NC 27835**  
**Or, Faxed to:**  
**(252) 321-4333**

To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate. I understand this appeal is to request the issuance of the OW grade after the Official Withdrawal Deadline, the 60% point of the semester or the 60% of the mini-term class. This appeal will not remove OW grades from my PCC transcript. (Please see Page 2 for Criteria)

### Student Signature

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#### Section To Be Completed by Authorized PCC Appeal Committee Officials

<input type="checkbox"/> Appeal Form Received	Date: _____	Committee Initials: _____
<input type="checkbox"/> Relevant Documentation Attached & Received	Date: _____	Committee Initials: _____
<input type="checkbox"/> Committee Review Completed	Date: _____	Committee Initials: _____
<input type="checkbox"/> Student Notified in Writing	Date: _____	Committee Initials: _____
<input type="checkbox"/> Appeal #1: _____	<input type="checkbox"/> Appeal #2: _____	<input type="checkbox"/> Appeal #3: _____

## **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.