



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_____ I have repeated and successfully completed a previously withdrawn course with a C or better final grade. I understand that I am eligible for one (1) additional official withdrawal for every previously withdrawn course I repeat.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
Registrar's Office
PO Drawer 7007
Goess Student Center, Room 100
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

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Section to Be Completed by the Office of the Registrar

Form Received Date: _____ Initials: _____

Processed by the Registrar
 Student Notified in Writing

Date: _____
Date: _____

Initials: _____
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.

