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 Registrar's Office
Goess Student Center, Room 100
PO Drawer 7007
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 appeal is to request the issuance of the OW grade after the Official Withdrawal Deadline, the 75% point of the semester or the 75% 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

☐ **Appeal Form Received**	**Date:** _____	**Committee Initials:** _____
☐ **Relevant Documentation Attached & Received**	**Date:** _____	**Committee Initials:** _____
☐ **Committee Review Completed**	**Date:** _____	**Committee Initials:** _____
☐ **Student Notified in Writing**	**Date:** _____	**Committee Initials:** _____

☐ **Appeal #1:** _____ ☐ **Appeal #2:** _____ ☐ **Appeal #3:** _____

Official Withdrawal Appeals Committee

This committee will review appeals from students who wish to officially withdraw after the 75% 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.