LATE WITHDRAW APPEAL FORM
Hagerstown Community College
c/o Office of Admissions and Registration
11400 Robinwood Drive
Hagerstown, MD 21742
Phone (301)790-2800 ext. 238 Fax (301)791-9165

Student ID

Student Name: _____ _____

Semester of Appeal: □ Fall _____ □ Spring _____ □ Summer _____
Year Year Year

Classes: _____

You must have the faculty of the course(s) you are requesting a late withdraw from sign below.

Signature of Faculty_____

_____

_____

HCC only grants late withdraws under extraordinary circumstances. It is the student's responsibility to submit an official class withdraw form to the College's Admissions, Records & Registration Office prior to the deadline in order to receive a W grade.

After the withdraw deadline, appeals to the policy must be made by using this form and submitted to the above address. Supporting documentation must be included where indicated and may be requested on any appeals.

Complete this form and check the appropriate box for the basis of your appeal.

□ **Illness/Injury**: Provide a detailed explanation of the situation including how the occurrence specifically affected your ability to complete courses. Supporting medical documentation from the physician or hospital is required.

□ **Bereavement:** Provide an explanation noting your relationship to the deceased and how the occurrence specifically affected your ability to complete courses. Supporting documentation is required (i.e. an obituary, funeral notice, etc.).

□ **Personal:** Provide a detailed explanation noting the circumstance and how the occurrence affected your ability to complete courses. Supporting documentation is required (i.e. legal documents, police reports, etc.).

□ **Course Related Issue:** If your appeal is based on issues directly related to the course, you are encouraged to first discuss these issues with the instructor and the appropriate academic director or chairperson. In an appeal, provide a detailed explanation of the situation and include any relevant documentation.

(**Other:** Provide a detailed explanation of the situation including how the occurrence specifically affected your ability to complete courses. Include any relevant documentation.

The Director of Admissions, Records, and Registration or the Dean of Students will respond in writing to your appeal.