Filing a Student Appeal?

Criteria for filing an appeal:

1. **Requesting a refund, or balance waived** (the following must apply)
   - Applicant **must** have extenuating circumstances for requesting a refund.
   - Must provide **medical or supporting documentation** along with the appeal.

2. **Requesting late withdrawal from course(s)** (read carefully)
   - Can only be done **prior** to the end of the semester and **not** after grades have been posted.
   - Must attach **supportive documentation** and explain the reason for this appeal.

3. **Academic Forgiveness** (you must meet the following)
   - There has been a five (5) year gap between your leaving and re-entering PSC.
   - Upon re-entering you must have earned enough hours at PSC to account for the hours you are requesting to be forgiven.

4. **Late Withdrawal after a grade has been issued** (read carefully)
   - Students who seek a **“late withdrawal”** (“W”) **after** a grade has been issued, **should go thru the grade appeal process** (if time frame/deadlines permit).

**Notification Time:** Please allow a minimum of three to four weeks following the submission of your appeal to receive a written decision. **Student Appeals filed later than one semester after being posted to the student’s record cannot be considered.** Please contact the Counseling and Academic Advising Center at (708) 709-3506 for additional assistance.
Student Appeal Form

Please Note: This form is to be used by students seeking a special waiver of College policies due to extenuating circumstances. Please allow a minimum of three to four weeks to receive a written decision.

Print or Type. Explain clearly and complete all sections. Return this form to the Counseling and Academic Advising Center.

Date: __________ / __________ / __________

Full Name

Home Street Address

City

State

Zip Code

Home Phone (including area code)

Program of Study

Are you receiving Financial Aid? ☐ Yes ☐ No

Degree Sought:

☐ AA degree  ☐ AS degree  ☐ AAS degree  ☐ AGS degree  ☐ Certificate  ☐ Undecided

Term you are appealing:

☐ Fall ☐ Spring ☐ Summer

Year: 20____

If appealing a course, please list the course(s) you are appealing (e.g. HIST 101; ENG 101; BIOL 100)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please check box of your explanation of appeal. Attach any documentation you have supporting your request. Please review attached Blue or Green form for detail information on box checked.


☐ 5. Late Withdrawal after a grade has been issued

Brief Statement of Reason:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I am verifying that I am attaching documentation for my appeal to be seriously reviewed. I have read the directions before submitting this appeal.

Student Signature ___________________________ Today's Date __________

For Office Use Only

Action: ☐ Approved ☐ Denied

Date Received: __________ / __________ / __________

Comments: __________________________________________

Received by: __________________________

Signature __________________________ Date __________

Routed to: ☐ Financial Aid ☐ Admissions ☐ Business Office ☐ Other __________________________ on __________ / __________ / __________