



Counseling and Academic Advising Center

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: _____ / _____ / _____ PSC ID _____

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.

1. Refund 2. Balance Waived 3. Late Withdrawal 4. Academic Forgiveness

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 _____ / _____ / _____