



OKLAHOMA CITY COMMUNITY COLLEGE LATE WITHDRAWAL APPEAL

Student ID#	First Name	MI	Last Name	
Address		City	State	Zip
Home Phone Number		Mobile Phone Number		

Section 1 – Courses Appealed

Please provide the category, course number, and section number for the course(s) in which you are appealing for late withdrawal:

COURSE NAME: _____ COURSE CODE: _____ COURSE SECTION: _____

COURSE NAME: _____ COURSE CODE: _____ COURSE SECTION: _____

COURSE NAME: _____ COURSE CODE: _____ COURSE SECTION: _____

COURSE NAME: _____ COURSE CODE: _____ COURSE SECTION: _____

COURSE NAME: _____ COURSE CODE: _____ COURSE SECTION: _____

ANSWER REQUIRED

Do you plan to appeal your tuition and fee charges with the Bursar Office if your appeal is granted? Circle One:

Yes

No

Section 2- Required Information

Please provide the following information with your appeal:

Justification of Appeal- Please select all that apply:

Death of an Immediate Relative

Serious Illness

Severe Financial Distress

Unexpected Substantial Family Obligations

Personal Crisis

Direct Significant Work Conflicts

Letter explaining the circumstance which prevented you from withdrawing from your course(s) before the deadline.

Documentation to support your appeal

Your appeal will be reviewed by the Withdrawal Appeal Committee. You will be notified through your OCCC email after the committee has made a decision. This appeal must be filed within 90 days of the end of the semester being appealed. Committee decisions are final and are not appealable. Appeals will not be reviewed by the committee if they are incomplete or lacking the required support documentation.

****Zero level courses and passing grades (D or above) are not appealable.**

I certify that all information given here is complete and correct to the best of my knowledge. I understand that the submission of false information associated with this appeal is grounds for denial and immediate suspension.

Student's Signature: _____ Date: _____



**OKLAHOMA CITY COMMUNITY COLLEGE
LATE WITHDRAWAL APPEAL**

OFFICE USE ONLY: