



Use this form to appeal for additional credits to complete a COCC program based on unusual or extenuating circumstances.

STUDENT'S EXPLANATION FOR FAILURE TO COMPLETE PROGRAM IN TIMEFRAME

Use this section to explain the unusual or extenuating circumstances that contributed to your failure to complete your program in the maximum 150% timeframe. Check all boxes that apply and use the space below to provide additional information.

- Developmental coursework
- Transfer coursework
- Additional certificate/degree
- Change in program of study
- Other: _____

Current program of study you are pursuing? _____

Explanation (Attach extra sheet if necessary): _____

It is not necessary to submit an academic plan developed by you and your advisor. We will determine the number of credits still needed and if we can allow additional eligibility based on the factors you present in your explanation.

Guidelines and expectations of the appeal process:

- Students are expected to understand the COCC Satisfactory Academic Progress policy, the responsibilities and processes of this petition, and other COCC written policies and procedures pertinent to this appeal.
- Students are expected to meet all financial obligations, payment deadlines, late fees, etc. (including tuition payments) pending this appeal decision.
- Students can expect to have completed appeals reviewed by a committee within 1-2 weeks of receipt.
- Students will receive notice of an appeal decision, which will be mailed to student within 1 week following a decision.
- Students should monitor their Bobcat Web Account for the appeal decision.

By signing this form, I certify that information reported is true and accurate. Adobe or signature type fonts will not be accepted.

Student name printed

COCC ID number

Student signature

Date

Office Use Only: Do not write in this space.

Approved

Limited

Denied

Incomplete

Notes and Recommendations:
