



Hudson County Community College Special Circumstances for Withdrawal



When students register for courses at Hudson County Community College, they enter into an agreement with the institution that acknowledges responsibility for meeting deadlines and financial obligations. The institution is also sensitive to the fact that students may face extenuating circumstances beyond their control. For this reason, the college offers students the ability to petition for a withdrawal after the deadline or a grade change ("F" to "W"), provided they can present appropriate documentation. Only petitions with acceptable documentation will be considered for up to one year after the circumstance.

Instructions

Please review the list of eligible circumstances and acceptable supporting documents below to determine if you are eligible. Only petitions with acceptable documentation will be considered for up to one year after the circumstance. Students who would also like to request tuition adjustment must indicate this by checking the box below. Grade changes and tuition adjustments are considered separately. All decisions are final and no appeals will be accepted.

- o All correspondence will be sent to and from a student's HCCC email address.
- o Email completed form and supporting documentation to studentaffairs@hccc.edu.
- o Students will be notified of the decision approximately 30 days after submission of completed documents.

Student First Name: _____

Student Last Name: _____

Student HCCC ID#: _____

Phone Number: _____

Email Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Please select the reason for the special circumstance request:

- Medical emergency: Student must submit a physician's certification on official letterhead and/or hospitalization records. Documentation should include dates of treatment. Admittance date will serve as date of withdrawal.
- Passing of an immediate family member (spouse, child, mother, father, sister, brother, grandparent) that impacts student's ability to return. An obituary along with proof of relation must be submitted.
- Military orders that impacts student's ability to return. Students must submit a copy of military orders.
- Personal matters: Students must submit a written statement of the problem and verification from care team member (minister, social worker or counselor) that will support your statement.

Please select all that apply:

- I am currently enrolled and requesting to withdraw from my course(s) prior to receiving a failing grade, since the withdrawal deadline for this course has passed.
- I am requesting a grade change from "F" to "W." Only requests submitted within a year of the start of the semester for the petitioning course will be considered.
- I would also like to be considered for a tuition adjustment. Please keep in mind that if you receive a refund check, a tuition adjustment may require that you return the refund.

Course Term: ___ Fall ___ Spring ___ Summer I ___ Summer II Course Term Year: _____

Please list all courses that you are requesting a special circumstances withdrawal for:

Course ID Ex. ENG-101	Course Title Ex. College Composition I

Personal Statement

Please describe why you are requesting a special circumstance to withdrawal.

[Large empty rectangular box for personal statement]

Special Notes:

- ✓ All correspondence will be sent through an HCCC email.
- ✓ The College uses the date of the emergency as the withdrawal date not the date of last attendance.
- ✓ Please attach all supporting documentation.

Student Signature: _____ Date: _____

HCCC Office Use Only – Grade Appeal

___ W Grade Approved ___ W Grade Denied

Comments:

Signature: _____

Date: _____

Date processed by Registrar: _____

Signature: _____

HCCC Office Use Only – Financial Appeal

___ Approved ___ Denied

Amount: _____

Comments:

Signature: _____

Date: _____

Date processed by Finance: _____

Signature: _____