

Step One: General Information

Name: _____ **WNCC Student ID:** _____

Mailing Address: _____

City, ST, Zip: _____

DOB or Last 4 SSN Digits: _____ **Phone Number:** _____

Major Program of Study: _____ **Expected Graduation Date:** _____

<u>Call #</u>	<u>Section</u>	<u>Title</u>	<u>Credit</u>	<u>Time</u>	<u>Days</u>	<u>Previous Term</u>	<u>Previous Grade</u>
ENGL-1010	SC-01	English Composition 1	3	9:00-9:50	MWF		

Step Two: Personal Statement

Give a detailed statement explaining why you believe the Appeals Committee should grant your request for this course retake utilizing the summer free program. Although your reasons may be intensely personal and difficult to share, the Committee requires explanation in order to make an informed decision based on the merit of your claims for appeal. Your appeal application will remain confidential. You need to be specific, provide clear detail, and supporting documentation. You may attach a separate sheet as long as each item is addressed, signed and dated. **Appeals must be turned in to the Career Pathways and Advising Center NO LATER THAN Monday, May 18th at 5:00p.m. Appeal forms can also be e-mailed to pathways@wncc.edu**
