

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: _____

****Example of Information Required in Orange****

<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	Fall 2020	D

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 & Advising Center NO LATER THAN Monday, May 17th at 5:00 p.m. Appeal forms can also be e-mailed to pathways@wncc.edu**
