LYCOMING COLLEGE

APPEAL TO THE COMMITTEE ON ACADEMIC STANDARDS

For alterations to and substitutions of any academic requirements and/or policies listed in the College Catalog.

Type or print legibly in ink and return completed form to the Office of the Registrar

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Student ID number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone:</td>
<td>Date:</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>Anticipated Graduation:</td>
</tr>
<tr>
<td>Campus Box:</td>
<td>Major(s):</td>
</tr>
</tbody>
</table>

STATE IN 1 OR 2 SENTENCES EXACTLY WHAT YOU ARE REQUESTING such as a course substitution, late add, or late withdrawal. You must include the correct course name(s), number(s), and the semester involved.

BE SPECIFIC ex: I want to substitute course ABC-123 for course DEF-456 within my major (minor) etc.

For course substitutions, please attach a copy of your course eval, writing in exactly what course you want and where.

☐ I wish to SUBSTITUTE course________________ for_______________ in my ______________________. (Major/Minor)

☐ I wish to WAIVE the_______________________________ requirement for my __________________________. (Senior Residency/Distribution/Major/Minor)

I wish to request:

☐ a late withdrawal. ☐ a late drop.

☐ a medical withdrawal. ☐ late approval of off campus courses.

☐ a late add. ☐ other. ______________________

PROVIDE A DETAILED JUSTIFICATION FOR YOUR APPEAL which includes all relevant information needed to assist the Committee in making an informed decision. You must use clear, coherent structure as well as correct grammar and spelling. Additional space is available on the back of the form.

Required Signatures and Comments:

Student Signature: Date:

Circle One:

Advisor (Please Print): Concur Don’t Concur Undecided

Department Chair (Please Print): Concur Don’t Concur Undecided

Course Instructor (Please Print): Concur Don’t Concur Undecided

Instructor of Course Being Substituted (Please Print): Concur Don’t Concur Undecided

Please support your circled decision. Additional Space is available on the back of the form.
PROVIDE A DETAILED JUSTIFICATION FOR YOUR APPEAL – continued from front:

PLEASE support your circled decision – continued from front: