ADMINISTRATIVE ACTION

An MWCC student may submit an Administrative Action form requesting and academic or financial action or ask for special consideration if extenuating circumstances prevented the student from attending classes, completing course obligations and/or satisfying their financial obligation to the College. This form is a request to remove classes from the student’s academic transcript, request withdrawals after the deadline, and/or request a refund of charges for courses a student was unable to complete. **Appeals received more than 60 days after the end of the academic semester cannot be processed.**

Students should withdraw from his/her courses if they have stopped attending based on extenuating circumstances. Students should exhaust all other options before withdrawing from a class. Students are encouraged to talk with the Dean of Students, Academic Advising and talk with individual professors before making the decision to withdraw. Please remember that students can not withdraw themselves from classes on iConnect – you must contact the Dean of Students or Academic Advising to withdraw – the contact can be via phone, email, or a face to face meeting.

The U.S. Department of Education mandates a specific refund calculation if a student receives any form of financial aid and has withdrawn from all coursework. **Depending on the financial aid that has been received, the student may be responsible for repaying some or all of the aid back to the College if s/he elects to withdraw – regardless of circumstances.** Decisions regarding financial aid, account balances and refunds will be made by the Administrative Action Committee as part of this process.

Please note that the College is under no obligation to refund charges after the Add/Drop period is over. Health insurance charges, bookstore voucher purchases, and any refund checks are NOT subject to appeal and refund.

The Administrative Action Committee meets monthly to review completed forms. After a comprehensive and thorough review of the materials submitted, the committee will notify the student of its decision via letter and to the student’s Mount Wachusett Community College email address. All documentation is kept confidential.

HOW TO FILE AN ADMINISTRATIVE ACTION

Students who are petitioning the College to appeal charges or withdraw from courses because of extenuating circumstances must complete the following steps for an appeal to be considered:

- Meet with Academic Advising or the Dean of Students to confirm that this is the appropriate action. Student may be requested to withdraw from classes prior to submitting an administrative action.
- Complete this form no later than 60 days after the end of the academic semester in which the student is requesting special consideration.
- Attach a clear and detailed type-written statement explaining the extenuating circumstances surrounding your appeal.
- Provide documentation to support your Administrative Action request (please see below for documentation requirements).
- Submit this form and all documentation to the Records Office on the Gardner campus. Representatives on the Leominster and Devens campuses can assist in forwarding your Administrative Action request to the Gardner campus.
CONDITIONS FOR WHICH AN APPEAL MAY BE GRANTED & REQUIRED DOCUMENTATION*

*the following documentation is needed IN ADDITION TO a student’s type-written explanation of the extenuating circumstances and the impact that those circumstances had on the student’s academic performance.

- Medical Issue / Serious Illness (Student or Immediate Family Member)
  - Student must provide an official letter from a medical professional that clearly states the circumstances, the dates of treatment and whether the condition prevented the student from finishing the class(es). This letter needs to be on official letterhead, signed by a medical professional, and include contact information.

- Personal Injury
  - Accident report.
  - Student must provide an official letter from a medical professional that clearly states the circumstances, the dates of treatment and whether the condition prevented the student from finishing the class(es). This letter needs to be on official letterhead, signed by a medical professional, and include contact information.

- Death of an Immediate Family Member (Parent, Guardian, Spouse, Child)
  - Copy of death certificate or copy of obituary.

- Undue or Unforeseen Hardship (Loss of Employment, Separation/Divorce, Loss of Home, Family Emergency)
  - Letter from former employer indicating date of termination.
  - Separation / divorce papers.
  - Other documentation that specifically supports your claim of hardship.
ADMINISTRATIVE ACTION FORM

Please fill in the form below

Student Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>MWCC ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street:</td>
<td>City:</td>
</tr>
<tr>
<td>ZIP:</td>
<td>MWCC Email Address:</td>
</tr>
<tr>
<td>Semester:</td>
<td>Date of Request:</td>
</tr>
</tbody>
</table>

Courses Affected

<table>
<thead>
<tr>
<th>Course Name and CRN</th>
<th>Course Name and CRN</th>
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<tbody>
<tr>
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Last Date of Class Attendance

Click here to enter a date.

I have read the literature related to withdrawal and understand the financial and academic consequences of filing this Administrative Action request. I have withdrawn (if possible) from the affected class(es) on iConnect or with the assistance of Academic Advising. I also have attached a typed statement and appropriate documentation.

Student Signature: __________________________________________

Office Use Only:

Received Date: Click here to enter a date.

Approved ☐  Denied: ☐  Returned for Additional Documentation: ☐

Notes: __________________________________________________________

__________________________________________________________________

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