

See back of form for Instructions

Have you spoken with an Academic Counselor? ☐ Yes ☐ No Name: _____

Are you receiving Veteran (VA) Benefits? ☐ Yes ☐ No If yes, VA Counselor must initial here: _____

Are you an F-1 Visa International Student? ☐ Yes ☐ No If yes, Academic Counselor must initial here: _____

Applied or Awarded Financial Aid at HonCC? ☐ Yes ☐ No If yes, Financial Aid Office must initial here: _____

CRN	Credits	Course Alpha/Number	Instructor

- ☐ Death of immediate family member (copy of obituary or death certificate)
- ☐ Serious illness or injury (physician's note)
- ☐ Involuntary job transfer (official notice on company letterhead)
- ☐ Military service (military orders)
- ☐ Recalled in support of national emergency (official notice)
- ☐ Birth or adoption of child (birth certificate or official documentation of adoption)
- ☐ Other: _____

Date _____

	REVIEWED BY PRINT NAME AND INITIAL	APPROVAL STATUS	DATE
Academic Counseling			
Financial Aid			
Registrar		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Dean of Student Services <i>For refunds</i>		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
DOSS USE ONLY		<input type="checkbox"/> 100% Refund <input type="checkbox"/> 50% Refund	

EXCEPTION REQUEST THAT INVOLVE REFUNDS WILL REQUIRE THE APPROVAL OF THE DEAN OF STUDENT SERVICES.

Directions for Submission of Request for Exceptions to Policy/Procedures/Deadlines

Students have the option and/or right to request for recourse, and/or exceptions regarding actions taken in the process of the academic journey, including petitioning to appeal policies, includes posted deadlines **due to unforeseen and personal extenuating circumstances.**

The student holds the responsibility to prove and provide supporting documentation (to support the individual's claim) to HonCC that he/she had an extenuating and/or unforeseen circumstance(s) for which the student's exception to the policy or policies should be accepted by the college.

The following must be completed:

- (1) **Complete the Exception request form. The Exception request form should clearly state the individual's unforeseen and/or extenuating circumstance(s).**
Further, the information should clearly state why the individual could not comply with the policy or policies in addition to any and all deadlines that have passed. For instance, in the case of petitioning to accept a late application, the student should be able to clearly state how and or why he/she was not able to submit an application during the time in which the college was receiving the applications.
- (2) Any and all information to support the individual claims should be attached to the Exception Request Form at the point he/she submits the form for review. Supporting documentation should be detailed and inclusive, clearly stated, and/or supporting the individual's claim. The information will be used to render the decision regarding the individual's request.
- (3) Upon securing all supporting documents pertinent to the request, submit the Exception Request Form and attach all supporting documents to the Registrar's Office.
- (4) Should there be questions regarding the request, an official from Honolulu Community College will call and/or schedule a meeting with the individual to secure the necessary clarification(s).
- (5) Upon receiving all information and clarifications as necessary, the individual will be informed of the decision by way of email.
- (6) Exception request decisions may take up to 15 business days.