

## **Graduation Review Board Appeal Form**

Registration and Records, Building 6, MS 6-4 PO Box 98000 MS 6-4 ~ Des Moines, WA 98198-9800 (206) 592-3242 message line | <u>graduation@highline.edu</u> | registration.highline.edu

Students who do not agree with the information listed on their official graduation evaluation may petition the Graduation Review Board. To petition, complete and submit this form to the Registration Office. You may also scan and email to graduation@highline.edu. Please allow 8 weeks for processing. The Graduation Review Board will contact you by email with the outcome of the appeal.

| Last Name   First Name   M.I   ctcLink ID Number    Mailing Address   City   State   ZIP   Phone    myHC Email (example@students.highline.edu)   All Previous Names Used    Appeal Information    What are you appealing? Check all that apply below.   Transfer in Credit Evaluation   Graduation with Honors Evaluation   Please list the specific reason(s) for your appeal and attach supporting documentation, if needed.    I understand that my appeal will be submitted to the Graduation Review Board for review. A majority vote is required to grant an appeal or waiver. Four members shall constitute a quorum. The decision of the Graduation Review Board is final. There is no other method of appeal.  Student Signature   Date    FOR OFFICE USE ONLY   EPC   Grad Office: Approve   Deny   Rec'd Stamp    Bate:   Comments   Date   Deny   Deny  | ·  |                                | •                          |                         |                                |  |
|--|--|--------------------------------|----------------------------|-------------------------|--------------------------------|--|
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| FOR OFFICE USE ONLY  Date Sent to Board:  Final Vote:Y / N /Abs Final Decision: Approve  Deny  Den           | method of appeal.                          |                                |                            |                         |                                |  |
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