

The Community College of Baltimore County
ACDV 101- Appeal to waive the ACDV 101 College
Requirement

To file an appeal requesting that the ACDV 101 requirement be waived, you will need to complete the following steps:

STEP 1. Review the criteria for granted appeal.

STEP 2. Obtain and print a copy of your free unofficial transcript through SIMON.
https://simon.ccbcmd.edu/pls/PROD/twbkwbis.P_WWWLogin

STEP 3. Complete the information on this form. Provide a carefully written summary of why you are requesting a waiver of the college requirement, ACDV 101- Transitioning to College.

STEP 4. Submit the form and the written request to the ACDV 101 department chair for an appointment or a telephone interview. All requests must be approved at least 5 business days prior to the start of classes. Students who submit late requests cannot be considered.

Step 5. The completed appeal form, written summary of request, and transcript must be attached to be considered.

Criteria for the appeal to waive the requirement ACDV 101 – Transitioning to College

The formal appeal procedure begins when a **written appeal** accompanied by your **CCBC transcript**, and this **completed form** is submitted to the Department Chair for ACDV 101. The completed request form should contain the explanation and documentation to support the request to waive the ACDV 101 requirement. The Department Chair and the Dean of Developmental Education will review the appeal. They may choose to meet with you and will respond in writing to you concerning the disposition of the appeal within ten (10) business days. In order to submit a request for ACDV-101 waivers, you must have successfully completed college credits with a GPA of **3.0** or higher. Requests from students who have not met this guideline will not be considered.

Name:								
Address:								
Contact Information:	Home#				Cell #			
	Work #				e-mail:			
Student ID#:	9	0						

Provide a carefully written summary describing why you are requesting a waiver of the college requirement ACDV 101- Transitioning to College.

Student Signature

Date

Submit Appeal to:

Susan Delker

The Community College of Baltimore County

7201 Rossville Boulevard, ADMN 105

Baltimore, MD 21237