

**HONOLULU COMMUNITY COLLEGE  
Exception Request Form**

**See back of form for Instructions**

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 Banner ID: \_\_\_\_\_ Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer \_\_\_\_\_  
 Phone: \_\_\_\_\_ Last date you attended classes: \_\_\_\_\_

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: \_\_\_\_\_

**Check all that apply:**

Tuition Refund  Late Withdrawal  Late Admission Application  Other \_\_\_\_\_

CRN	Credits	Course Alpha/Number	Instructor

Reason(s): Please indicate the extenuating circumstance(s) by which you are petitioning for a policy/procedural exception. Check all that apply. **You are required to submit documentation to support your claim(s) of extenuating circumstance(s).**

- 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: \_\_\_\_\_

I certify that the information provided above is true to the best of my knowledge. I understand that providing incorrect or false information may subject me to the requirements and/or disciplinary measures as provided under the University's Student Conduct Code. I reviewed all Directions for Submission of Request for Exceptions to Policy/Procedures/Deadlines and understand that requests submitted after the deadline will not be reviewed. I understand that I may be required to provide additional certified or official documentation to support my claim(s) of extenuating circumstances. I understand and agree that registration changes may affect my future eligibility for financial aid and may result in a financial obligation. I understand that a decision may take up to 15 business days.

\_\_\_\_\_  
 Student's Signature \_\_\_\_\_  
 Date

**TO BE COMPLETED BY THE REGISTRAR:**

Approved  Disapproved

E-mailed Student: \_\_\_\_\_ Date: \_\_\_\_\_ Confirmed with FA: Date \_\_\_\_\_

\_\_\_\_\_  
 Registrar's Signature \_\_\_\_\_  
 Date

The Family Educational Rights and Privacy Act of 1974 forbids you to disclose any information about the student, which is contained in this document, to any other party either outside your organization or outside of the purpose for this disclosure without first obtaining the written consent of the student.

**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.

Students will:

- (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 **honrec@hawaii.edu**
- (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.
- (7) **Any requests that are submitted beyond the deadline will not be reviewed.**  
**Deadlines for submission:**  
Spring term requests: **May 31st**  
Fall term requests: **December 31st**  
Summer term requests: **August 31st**