

Dual Credit Appeal Form

Processing your appeal may take up to two weeks from the time the appeal is submitted. An incomplete form will not be reviewed. Please note the below schedule for deadlines to submit completed appeal forms and to the Dual Credit Office. You may submit the form in person, via email or fax. You will be notified via email about the outcome of your appeal. All decisions are final.

Appeal Forms Deadlines:
Please see Dual Credit
Advisor for deadline.

Contact Information:
Dual Credit Office
P.O. Box 818
Baytown, TX 77522
281.425.6295
dualenrollment@lee.edu

Student Information

Name: _____ Lee College ID #: _____
 Last First Middle

Date of Birth: _____ High School: _____ Graduation Year: _____

Email: _____ Phone Number: _____

1. Course(s) not completed with a "C" or better: _____

2. Explain any unusual circumstances that affected your grades during the past semester.

3. Why do you believe your appeal should be approved?

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Name: _____ High School: _____

Semester & Course Information

(To be completed by High School Counselor)

Course(s) wanted to enroll for:

Year: _____

Check One Term: Fall Spring Summer I Summer II

Course	Section	CRN

Current high school courses and grades:

Course: _____	Grade: _____	Course: _____	Grade: _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Counselor Signature: _____ Date: _____

Additional pages or documentation may be attached if needed.

FOR OFFICE USE ONLY

Date Appeal Form Received: _____ Is form complete? Yes No

Recommendations from Committee:

Committee Review Date: _____ Appeal Approved? Yes No

Student Notified on: _____