DELAWARE TECHNICAL & COMMUNITY COLLEGE

APPEALS FORM

Please read *the Appeals Section in the Professional Development Plan* before completing this form. Submit this Appeals Form with a copy of the applicable application form (Form No. PD-1, or Form No. PD-2) to the Personnel and Legal Affairs Department. In addition, a copy is to be provided to the Campus Personnel Office.

NAME _____ CAMPUS _____

Date notice of disapproval was received _____

Professional Development Activity denied _____

Reason given for disapproval _____

Reason you believe Activity should have been approved _____
_____
_____
_____
_____
_____

How you believe the Activity is relevant and useful within your work assignment _____
_____
_____
_____
_____

_____ _____
SIGNATURE OF EMPLOYEE DATE

For Personnel & Legal Affairs Department Use Only

Appeal No. _____ Date Received _____ Committee Meeting Date _____ Committee ___A ___D

Committee Members: _____

Decision: _____
_____
_____
_____

Date Decision Issued: _____

(To be duplicated on blue paper)

Form No. PD-4