
Student Name (Please Print)

Student ID

Term and Year

PETITION TO WITHDRAW AFTER THE FINAL DEADLINE

The petition must be submitted to the Academic Policies and Procedures Committee no later than the last day of the fourth week of the fall or spring semester following the semester in which the student was enrolled in the course(s) of concern. **Students must have form signed by the instructor of the course in question.**

STUDENT

I, _____, request that I be allowed to withdraw after the final deadline for withdrawal from the courses listed below. This request is based on the following extenuating circumstances beyond my control:

*I understand I must attach verification of these extenuating circumstances. Failure to do so may result in the disapproval of my request for withdrawal. (Submission of verification does not guarantee approval)

Date

Signature

INSTRUCTOR

<u>Instructor Name</u>	<u>Course & CRN</u>	<u>Units</u>	<u>Supports Withdrawal</u> Yes/No	<u>Signature</u>	<u>Date</u>
_____	_____	_____	Yes/No	_____	_____
_____	_____	_____	Yes/No	_____	_____
_____	_____	_____	Yes/No	_____	_____
_____	_____	_____	Yes/No	_____	_____

OFFICE USE ONLY

Original: Academic Records
Copy: Student File

Director of Academic Records

Date Posted

COMMITTEE

This petition was considered by the Academic Policies and Procedures Committee, and the following action was taken:

Approved: _____

Disapproved: _____

Signature of Chairperson

Date

PROCEDURE FOR PETITIONING TO WITHDRAW AFTER THE FINAL DEADLINE

A student may withdraw from a course or courses after the final withdrawal date if there are extenuating circumstances. Extenuating circumstances are cases of accidents, serious illnesses (as verified by a physician), or other circumstances beyond the control of a student.

The steps for the student or his representative to petition for withdrawal after the final deadline are:

1. Submit the completed "Petition for Withdrawal after the Final Deadline" form to the Director of Admissions and Records.
2. Attach verification of extenuating circumstances.
3. The petition must be submitted no later than the last day of the fourth week of the fall or spring session following the session in which the student was enrolled in the course(s) of concern.
4. The petition will be reviewed by the Director of Admissions and Records and if necessary, submitted to the Academic Policies and Procedures Committee for review. Any member of the committee who is directly involved in a case as a student's instructor will disqualify himself, and appoint a certificated member of the staff as a substitute.