
Student Name (Please Print)

Term and Year

Student ID

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.

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:

- 1) *The college finds that the student's previous grade is at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student, **or**
- 2) The college has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course.
- 3) Admissions purposes for specialized programs.
- 4) Other: _____

*I understand I must attach verification of these extenuating circumstances. Failure to attach appropriate documentation may result in the disapproval of my request by the Academic Policies and Procedures Committee. (*Submission of verification does not guarantee approval.*)

Signature

Date

INSTRUCTOR

<u>Instr.</u>	<u>Course</u>	<u>Units</u>	<u>Approval</u> Yes/No	<u>Signature</u>	<u>Date</u>
_____	_____	_____	Yes/No	_____	_____
_____	_____	_____	Yes/No	_____	_____
_____	_____	_____	Yes/No	_____	_____
_____	_____	_____	Yes/No	_____	_____

COMMITTEE

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

Approved: _____

Disapproved: _____

Signature of Chairperson

Date

OFFICE USE ONLY

Original: Academic Records

Copy: Student File

Director of Academic Records

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 Office of Academic Records.
2. Attach appropriate verification of the extenuating circumstances if appropriate. (i.e. note from doctor, picture of car accident, copy of death certificate or obituary, hospital records)
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 approved or diasapproved by the Academic Policies and Procedures Committee. 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.