PETITION TO WITHDRAW AFTER THE FINAL DEADLINE

The petition must be submitted to the Academic Polices 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

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<tr>
<th>Instructor Name</th>
<th>Course &amp; CRN</th>
<th>Units</th>
<th>Supports Withdrawal</th>
<th>Signature</th>
<th>Date</th>
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**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.

Revised 6/16/2015 aa