

3357:13-14-451 Late Withdrawal Procedure (Student Initiated)

- (A) The student must complete a Request for Late Withdrawal form – obtained at the Chief Academic Officer’s (CAO) office, Fallerius room 158, the Student Records Office, or online at: (14-451a)

Late Withdrawals may affect a student’s financial aid, and could result in owing money to the college. Students should first check with The Financial Aid Office if they have Pell Grant, student loans, scholarships or veteran’s benefits.

- (1) The request must include a typed student statement briefly explaining the situation in enough detail so that the CAO can understand the extraordinary nature of the hardship, and why it prevented him/her from withdrawing by the posted Last Day to Withdraw. If seeking to withdraw from only part of the class schedule, a student should be sure to explain the reason for selectivity.

- (2) Extenuating Circumstances may include, but are not limited to the following:

- (a) Called to active military service
- (b) Illness, injury, or other health-related challenge
- (c) Unforeseen family obligation or death of a family member

- (3) Non-extenuating circumstances include, but are not limited to the following:

- (a) Forgetting to drop the course or not being aware of the course drop date
- (b) Avoiding a poor grade
- (c) Changing major or transferring to another school
- (d) Not needing the course to graduate

- (4) The student must provide supporting documentation showing relationship to the period of enrollment and the posted Last Day to Withdraw – examples may include

- (a) Military orders relevant to term
- (b) Death of a family member – a death certificate, newspaper notification, or obituary must be submitted showing relationship between the deceased and the student.
- (c) Medical – a letter from the physician on official letterhead with dates and physician signature. The letter must include the academic impact of the condition or recovery

period. If the medical situation relates to an immediate family member, the medical documentation must verify the student's role as a caretaker for the family member.

- (B) The student must submit the completed form to the CAO's office within 6 months following the end of the semester in which the course was taken. An appointment is not necessary. The request must include a current phone number so that college administrative staff can call if there are questions. The student should be sure all forms and supporting documentation are professionally presented and that any copies are legible upon submission.
- (C) The CAO's office will obtain background information and a recommendation from the course instructor(s), the division assistant dean and other potential College offices.
- (D) The CAO will evaluate the petition and render a decision. A written notification will be sent to the student.
- (E) If final approval is granted, a grade of "W" will appear on the student's transcript.

Effective: February 26, 2019

Next Review: February 1, 2024

Review Dates: 2/26/19