



## Application for Drop/Withdrawal Appeal

Students seeking to withdraw after the last official withdrawal date (after the last business day of the 12th week of the semester) may request drop/withdrawal appeal. Appeals must include appropriately dated documentation that corresponds to the semester requested as evidence of a circumstance beyond the student’s control, preventing the student from withdrawing on or before the published deadlines due to extenuating circumstances (medical, military, family emergency or natural disasters)

Documentation required:

**Medical Appeal:** A letter from your medical provider with details noted on attachments, if applicable.

**Other Appeal:** A brief statement by you regarding your current circumstances explaining why you are seeking drop/withdrawal.

Examples of why an appeal may not be considered:

- If the appeal is not received by the end of the following semester. (Last day of Fall 2020 for Spring 2020 appeal)
- Failure to follow proper drop/withdrawal procedures.
- Lack of knowledge of applicable dates and deadlines.
- Changes in job, work schedule or employment (unless related to a natural disaster with sufficient documentation).
- Failure to verify class schedule and/or schedule changes.
- Non-attendance of class(es).
- Personal errors in judgment regarding:
  - Availability of finances to pay associated charges
  - Class work load and academic ability
  - Time management
  - Availability of transportation to and from class
- Dissatisfaction with course content or method of instruction.
- Inadequate, late application or loss of eligibility of financial aid, scholarships, or third party authorization.
- Non-receipt of information/notices sent to student's email and/or USPS address.
- Not benefiting from:
  - A fee (e.g. wishing to appeal the mandatory/student/class/course/program fees)
  - Course credits in regard to degree requirements or changes in major
- Lack of proper, descriptive documentation.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Semester(s) of requested drop/withdrawal: Year \_\_\_\_\_ Fall \_\_\_\_\_ S Spring \_\_\_\_\_ Summer \_\_\_\_\_

