



LATE WITHDRAWAL FORM

(No money is refunded; a grade of "W" will be assigned for the course)

Petition for Late Withdrawal Due to Family Emergency, Medical Reasons or Military/Occupational Relocation

*****APPEALS FOR A REFUND MUST BE SUBMITTED ON THE STUDENT REFUND APPEAL FORM*****

The sole purpose for this petition is to request withdrawal from a class or classes past the published withdrawal deadline. This petition does not alter or waive a student's responsibility from paying tuition and other fees. Late withdrawals are exceptions to policy and are allowed only in exceptional cases. Failing a course or avoiding an unsatisfactory grade is not a serious and compelling reason for seeking a late withdrawal. Students who stop attending courses without officially withdrawing and without an approved late withdrawal petition, will receive an "F" grade in the computation of the Edison State College GPA.

PLEASE READ CAREFULLY

1. Submit this form and appropriate supporting document for each course to the Office of the Registrar.
2. Requests for withdrawals after the published last day to withdraw must be supported by third party documentation and signed by the Instructor.

TO BE COMPLETED BY STUDENT

PLEASE PRINT _____ @ _____ @edison.edu
First Name Last Name Student ID Edison E-mail Address

ADJUSTMENT REQUESTED:

- Withdrawal (No money is refunded; a grade of **W** will be assigned for the course).

COURSE INFORMATION

COURSE NUMBER Ex: ENC 1101	CRN #	CREDIT HOURS	TERM/SEMESTER	YEAR

REASON FOR REQUEST	IDENTIFICATION OF SUPPORTING DOCUMENT
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- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Illness/hospitalization
<input type="checkbox"/> Military
<input type="checkbox"/> Death of an immediate family member
<input type="checkbox"/> Legal
<input type="checkbox"/> Change in employment status | <input type="checkbox"/> Letter from your physician(s) on office letterhead, hospital or medical bills
<input type="checkbox"/> Military orders showing you have been called to active duty , annual training, etc.
<input type="checkbox"/> Copy of Death Certificate, Obituary, funeral bulletin
<input type="checkbox"/> Copies of proceedings, verification from attorney, police reports, etc.
<input type="checkbox"/> Letter from your employer indicating your recent hire, relocation, or change of work hours (must be on company letterhead) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Student's Signature _____	Date _____	Professor's Name _____
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TO BE COMPLETED BY PROFESSOR

The student identified above has submitted a Late Withdrawal Form requesting permission to withdraw from your class after the published withdrawal deadline. Please answer the following questions to the best of your knowledge and return this form to the STUDENT. Thank you for your assistance in this matter.

1. On what day did the student stop attending your class? (mm/dd/year) _____ Never Attended Still attending
2. According to your grade records, what is the date of the last graded activity? (mm/dd/year) _____
3. On what date was the last recorded grade made available to the student? (mm/dd/year) _____ or Not Available
4. What is the student's current grade? **A B C D F**

Professor's Signature _____ <small>(Required for Withdrawal)</small>	Date _____ / _____ / _____
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OFFICIAL USE	<input type="checkbox"/> Approve <input type="checkbox"/> Denied	District Registrar or Designee's Signature _____
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It is recommended that petitions be submitted no later than the semester immediately following the semester in which the event occurred. Petitions that are more than one academic year old are not considered. If you are/were a financial aid recipient during the term for which you are seeking a withdrawal and the appeal is approved, you may be required to repay financial aid awarded to you.

Petitions without third party supporting documentation, last date of attendance and instructor's signature will not be considered.

APPEAL FOR LATE WITHDRAWAL INSTRUCTIONS

1. Use this form to withdraw from classes **AFTER** the published withdrawal deadline.
2. Late withdrawals are exceptions to policy and are allowed only in exceptional cases. Approval is not automatic and documented evidence is **REQUIRED**.
3. Acceptable serious and compelling reasons for an Appeal for Late Withdrawal may include:
 - Serious illness or injury of student or immediate family
 - Change in military orders
 - Death in immediate family
 - Factors outside of student's control (major employment change, legal issues)
4. Failing a course or avoiding an unsatisfactory grade is not a serious and compelling reason for seeking a late withdrawal and will not be approved.

TYPES OF DOCUMENTATION:

1. Illness/hospitalization – Written verification from your physician(s) documenting the onset of illness on office letterhead, hospital bills, copies of medical bills, accident reports.
2. Military – Copy of orders for active duty, annual training, summer camps, etc.
3. Death – Death certificate, funeral bulletin, death notice or obituary.
4. Employment – Letter from your employer indicating your recent hire, relocation, or change of work hours. **MUST** be on company letterhead.
5. Legal – Copies of proceedings, letters concerning hearings, verification from attorney, police reports. etc.

IMPORTANT NOTES:

1. If you are/were a financial aid recipient during the term for which you are seeking a withdrawal and the appeal is approved, you may be required to repay financial aid awarded to you.
2. Appeals without third party supporting documentation, last date of attendance and instructor's signature **WILL NOT** be considered.
3. Do not assume your appeal will be approved. If you are currently enrolled in the course(s), you should continue to attend class until you have been notified via your Edison email of the resolution.
4. If the term has ended, appeals for late withdrawals should be initiated as soon as possible. Appeals more than one academic year old are **NOT** considered.