

Late Withdrawal for Mitigating Circumstances

To withdraw after the published withdrawal deadline due to mitigating circumstances, complete the form below and submit to your campus Dean of Students office. Mitigating circumstances must have been severe, not foreseeable and/or could not have been reasonably prevented during the time period in question. Examples of situations that may fall into this category include:

- A major medical emergency or severe, extended illness occurring during the semester the student is registered which requires hospitalization, is life threatening, prevents the student from attending classes or is contagious and a danger to the remainder of the College community. A written verification by the attending physician or licensed mental health therapist is required.
- Death of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, grandparent or child). An obituary or death certificate is required.
- Mobilization, deployment, change of duty station or call to active duty for military students. A copy of the military orders is required.

Requests must be submitted to the Dean of Students by the end of the following semester. No withdrawals will be permitted after these dates:

- Last day of spring semester for the previous fall semester
- Last day of summer sessions for the previous spring semester
- Last day of fall semester for the previous summer session

Please submit any documents necessary to support your withdrawal request to the Dean of Students. Documentation should include the following:

- A letter outlining the circumstances impacting your ability to perform in the course(s) in question and detailing when the circumstances occurred within the semester in question.
- Documentation from professional(s) verifying the circumstances, when the circumstances occurred, and/or receipts or other documents that can verify the circumstances.

The Dean of Students or designee may request additional information if needed.

Part A (to be completed by Student): Student and Course Information

Student ID# _____ Semester _____ Year _____

Name (Please Print): _____
Last Name
First Name
MI

Index Number	Course Prefix	Course Number	Section#/Campus	Session
EX: 11111	SDV	100	001A	8 weeks

Part B (to be completed by Student): Enrollment and Financial Disclaimer

If you are included in any of these student classifications, please check below:

- Financial Aid Recipient (contact the Campus Financial Aid Office)
- Military/Veterans Benefits Recipient (contact your assigned Veterans Advisor, Veterans Administration Office or other assigned representative)
- F-1 or J-1 International Student (contact the campus International Student Advisor)

I acknowledge that:

- Changes to my enrollment may affect financial aid, F-1/J-1 or other visa status, veteran's benefits eligibility, and may result in financial liability to the College.
- Students receiving financial aid who withdraw or stop attending will, in most cases, be required to return a portion of financial aid received. Financial aid recipients may be subject to mandatory refund policies.
- I may no longer meet Satisfactory Academic Progress (SAP) Standards and as a result, lose eligibility for financial aid.
- Changes that drop an F-1 or J-1 student below full-time enrollment may affect my student visa status without proper documentation and approval.
- I may not be entitled to a refund of my tuition or other expenses incurred during this semester. To request a refund for a Late Withdrawal, the student must follow Business Office procedures described in the Tuition Refund Policy.
- I may not be entitled to a forgiveness of debt (full or partial) by the College if my medical withdrawal results in financial liability to the College.

I certify that the information on this withdrawal request and supporting documentation is accurate, true and complete to the best of my knowledge. I may be asked to provide additional supporting information to the Dean of Students or designee. I understand that providing false information is a violation of the College's Student Code of Conduct.

Student Signature: _____ Date: _____

Part C: Review by Dean of Students and Academic Dean(s)

Approved Denied

Dean of Students/Designee Printed Name: _____ Signature: _____ Date: _____

Comments: _____

Academic Dean Printed Name: _____ Signature: _____ Date: _____

Comments: _____

Academic Dean Printed Name: _____ Signature: _____ Date: _____

Comments: _____

DOS Office:	Date of Email Notification to Student _____		
	Date Forwarded to Enrollment Services _____		
Enrollment Services:			
Date Posted to Record _____	Initials _____	Date Scanned _____	Initials _____