

Policy Procedure: Late Withdrawal For Mitigating Circumstances

Procedure Number: 210P

Contact Information: Provosts@nvcc.edu

Forms: [Late Withdrawal for Mitigating Circumstances](#)

Last Reviewed Date: 10/22/2021

1. To request a withdrawal after sixty percent (60%) of the course is completed, a student must submit [a Late Withdrawal for Mitigating Circumstances form](#) with documentation of mitigating circumstances to the Office of Student Rights and Responsibilities or the NOVA Online Director of Student Services.
2. Mitigating circumstances must have been severe, not foreseeable and/or could not have been reasonably prevented during the time period in question. Examples include:
 - a. 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.
 - b. Death of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, child, or grandparent). An obituary or death certificate is required.
 - c. Mobilization or call to active duty for military students. A copy of the military orders is required.
3. Documentation should be submitted only to the Office of Student Rights and Responsibilities or NOVA Online Director of Student Services and should include the following:
 - a. A letter outlining the circumstances impacting the student's ability to perform in the course(s) in question and detailing when the circumstances occurred within the semester in question
 - b. Documentation from professional(s) verifying the circumstances, when the circumstances occurred, including receipts or other documents that can verify the circumstances.
 - c. Any documentation from medical or mental health personnel should be detailed enough for the Office of Student Rights and Responsibilities to make an informed determination.
4. The College-wide Dean will review the documentation and consult with the appropriate Academic Dean(s) or Dean of Student Success (SDV)(relevant to the students' courses) to make a determination about approval/denial of the request.
 - a. If the Dean of Student Success and Academic Dean approve the Withdrawal for Mitigating Circumstances, a grade of W will be assigned to the student's record and the student's instructor(s) will be notified.
 - b. If the Late Withdrawal for Mitigating Circumstances is denied, the student may appeal the decision to the campus Provost within ten (10) business days.

- c. In order to appeal, the student must present new information that was unavailable to the Dean of Student Success and Academic Dean and that could substantially impact the original decision.
 - d. In cases where a course grade has already been assigned, the approved withdrawal form will serve in the place of the Change of Grade Form.
- 5. To request a refund for a Late Withdrawal, the student must follow Business Office procedures described in the [Tuition Refund Policy](#).