

LATE WITHDRAWAL APPEAL INSTRUCTIONS

1. Use this form to withdraw from classes AFTER the published withdrawal deadline. Include a statement explaining the need to withdraw after the deadline.
2. Late withdrawals are exceptions to policy and are allowed only in exceptional cases.
Note: 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 the student or an immediate family member
 - Change in military orders
 - Death in the immediate family; defined as parent, spouse, child, or sibling
 - Factors outside of a student's control (major employment change, legal issues)

TYPES OF DOCUMENTATION

1. Illness/hospitalization – Written verification from your physician, 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 of immediate family member – Death certificate, funeral bulletin, death notice or obituary
4. Employment – letter from your employer indicating your recent hire, relocation or change in work hours. MUST be on company letterhead.
5. Legal – Copies of proceedings, letters concerning hearings, 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. You should continue to attend classes in which you are enrolled until you have been notified – via your FSW email – of the resolution.
4. If the term has ended, appeal for late withdrawal should be initiated as soon as possible. Appeals more than one academic year old are NOT considered.
5. If you were awarded financial aid for the term for which you are seeking withdrawal, and the appeal is approved, you may be required to repay the financial aid awarded to you.

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.



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 LATE DROP APPEAL*****

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 Florida SouthWestern College GPA.

PLEASE READ CAREFULLY

1. Submit this form, and appropriate supporting document(s) for each course to the Office of the Registrar.
2. Requests for withdrawal 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

Last Name	First Name	@	FSW email address

COURSE INFORMATION

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

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

Student's Signature *Date* *Professor's Name*

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) _____ <input type="checkbox"/> Never Attended <input type="checkbox"/> 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(required for withdrawal) *Date*

Office Use Only below this line _____ ➔

Registrar/Designee (Decision) _____ Approved _____ Not Approved

Registrar/Designee Signature & date _____

Processed on: _____ / _____ / _____	Email notification sent: _____ / _____ / _____
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