



PETITION TO WAIVE ACADEMIC RULE LATE WITHDRAWAL (RULE III.D) Registration & Records Office

This form requires digital signatures. To create and apply a digital signature in Acrobat, click "Tools," then click "Fill & Sign." Click the "Sign" button in the toolbar, then click "Add Signature" to either type, draw or use an image of your signature. When finished, click "Apply" to drag signature to the appropriate field.

Student's Name _____

Student ID _____

Address _____

Phone Number _____

City/State/Zip _____

With my signature, I hereby authorize the Scholastic Standards Committee (or designee) to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.

Student Signature

Date

Reason for Late Withdrawal Request:

Medical Family Emergency Other emergency situation beyond your control:

Term (i.e. Fall 2012)	Course # and Section # (i.e. ENG-103-001)	Did you stop attending prior to the withdrawal deadline? If yes, provide approximate date of last attendance.

Explanation of Extenuating Circumstances (You may attach additional pages if more space is necessary):

REGISTRATION & RECORDS OFFICE USE ONLY

Approved

Notes:

Denied

Signature of Director of Registrations & Records or Designee

NOTE: Students may appeal denials to the Scholastic Standards Committee. Students requesting an appeal must meet with a counselor at the Counseling Center in Coulter Library.

Instructions

Petitions to waive the academic rule are only considered when extenuating circumstances made it impossible for the student to withdraw by the published deadline. Documentation of verifiable extenuating circumstances must be attached to the petition at the time of submission. An extenuating circumstance is defined as an accident, hospitalization, or other emergency situation that is beyond the control of the student.

Requests for late withdrawal should be filed within one academic year of when the course was taken. Exceptions to this deadline must explicitly indicate why the petition was unable to be submitted by the one year deadline.

This petition does not alter or waive a student's responsibility from paying tuition and other fees. Submission of the petition does not constitute a guarantee of approval. Petitions with insufficient information, explanation or documentation will be denied.

Required petition components:

- ~ Completed Petition for Late Withdrawal form
- ~ Statement from the student describing the circumstances which prevented withdrawing by the published deadline
- ~ Documentation of extenuating circumstances

Examples of documentation:

- ~ Doctor's note on letterhead, indicating dates of illness
- ~ Death certificate or obituary and statement explaining relationship to the deceased

Return completed form along with supporting documentation to Student Central, Gordon Student Center. Or, mail form and documentation to:

Registration & Records Office
Onondaga Community College
4585 W. Seneca Turnpike
Syracuse, NY 13215