



COLLEGE of CHARLESTON

CENTER FOR ACADEMIC PERFORMANCE AND PERSISTENCE

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PETITION FOR WITHDRAWAL FROM COURSES AFTER THE OFFICIAL DEADLINE ("Late Withdrawal from Courses")

Please carefully review the reverse side of this form before submitting a petition for late withdrawal.

Name: _____ Student ID#: _____ Date: _____
Last First M

Phone: _____ Email: _____ @g.cofc.edu

Term for which student is seeking late withdrawal: _____ *Must be within two years of the current term.

Reason(s) for your Petition for Late Withdrawal:

Please note that regardless of reason(s), your petition must be supported by official documentation that indicates that the circumstances you experienced occurred in a time frame relevant to the term for which you are requesting late withdrawal.

- Personal circumstances beyond your control
- Employment conflict
- Chronic health problems
- Other: _____

Class(es) from which you are petitioning for late withdrawal:

Petitions for selective withdrawal (i.e., one or some but not all courses) are significantly less likely to be approved and may not be considered after the last day of classes for the term in question. Students petitioning for selective withdrawals must include clear justification for this request in their letter of explanation.

Course No.-Section (E.g., MATH 101-02)	Instructor's Name (Print)	Instructor's signature* (If instructor plans to email, please indicate below)	Did student complete course? (Yes/No)

*By providing a signature, the instructor is acknowledging the student is seeking release from their course; it does not indicate support for the petition.

Signature below indicates that student has read and understands the information on the reverse side of this form.

Student's signature: _____ Date: _____

Petition approved ___/not approved___:

FOR OFFICE USE ONLY
(Put date of action in space)

CAPP Staff Signature

Form to Registrar

Email to student

RO USE ONLY:

W Processed by: _____
(Initials)

Date: _____

**IMPORTANT INFORMATION ABOUT
PETITIONS FOR COURSE WITHDRAWAL AFTER THE OFFICIAL LAST DAY TO WITHDRAW**

**See Academic Calendar on the Registrar's Webpage for official last day to withdrawal*

Your signature on the reverse side of this form indicates that you have read and understand the information below. If you have questions or need clarification, please contact CAPP staff at 843.953.5674 or capp@cofc.edu.

Students who are facing **significant mitigating circumstances** and who have missed the withdrawal deadline may submit a Petition for Withdrawal After the Official Withdrawal Deadline to be considered for late withdrawal from courses. Late Withdrawal petitions are considered **only** in cases where continued enrollment in the course would be detrimental to the student's health or if extenuating circumstances prevent the student's continued enrollment.

Regardless of circumstances, late withdrawal petitions are not guaranteed to be approved: Submission of the petition for withdrawal is NOT an automatic withdrawal from the course. You are still responsible for attending and meeting all of the course requirements until you receive notification from CAPP regarding the outcome of your petition. For examples of requests that may or may not be considered or for more detailed information about the late withdrawal process, please see our website: <http://capp.cofc.edu/withdrawal-from-courses/late-withdrawal-from-courses/index.php>

INSTRUCTIONS TO COMPLETE LATE WITHDRAWAL PETITION

Please submit the following to the Center for Academic Performance and Persistence to complete your petition packet. Petitions will not be considered until they are deemed complete by CAPP. If your petition is incomplete, CAPP will notify you via email at the email address you provide above. Please keep in mind that likelihood of approval decreases the longer you wait to complete your petition. **All of the following are REQUIRED.**

- Petition Form:** Complete the front of this petition form. Sign and date the bottom of the form.
- Signatures:** Obtain the signatures from your professors for each course being requested for a late withdrawal. This can be done in person or by email. If you are obtaining the signatures by email, please inform the professor who you are, what course and section number you are/were enrolled, and from which semester you are requesting the late withdrawal. The professor(s) should email capp@cofc.edu stating that they are aware you are seeking a late withdrawal from their course.
- Letter of Explanation:** Please include a detailed, but concise, explanation of the nature of your request and the reason(s) it is justified. The explanation should include the following:
 - Chronological explanation of your circumstances to include how your attendance and your ability in the course(s) were affected.
 - Why you were not able to drop the course(s) by the published withdrawal deadline.
 - If time has passed since the end of the semester, please explain why you have waited to make the request.
 - If you are choosing to only withdraw from some but not all classes (selective withdrawal), please explain how your circumstances only affected the requested courses and not the others.
- Documentation:** Please provide all supporting documentation such as verification of a medical condition, legal documents, police reports, change in employment hours, etc. Be ready to document the reasons you state in your letter.

Late Withdrawal & Possible Re-entry Stipulations: Students approved for late withdrawal from course(s) for reasons related to that student's health, safety, or well-being may be required to adhere to conditions outlined by the Office of the Dean of Students prior to resuming coursework in a future semester. This is to ensure that the student has resolved any health/safety concerns so that s/he may be academically successful upon their return to the College. For more information about possible re-entry stipulations, please refer to the Undergraduate Handbook, or contact the Office of the Dean of Students at 843.953.5522.

If the petition is approved, the "W" form will be forwarded to the Registrar's Office for processing. Once a "W" has been awarded, it cannot be reversed.