Non-Medical/Non-Clinical Documentation Instructions

While we strongly encourage you to seek medical support when appropriate, we understand that all students are not able to visit a healthcare professional when struggling with health adversities. Some Late Withdrawal Petitions also do not involve any health related circumstances. Regardless of whether or not you have a healthcare professional who can complete the above form, we invite you to submit supporting documentation from others—professors, coaches, academic advisor, pastors, employers, lawyers, veteran or military personnel etc.—with whom you worked and/or communicated during the semester for which you are requesting the LWP who can address the three following questions:

1. What were the circumstances the student was experiencing during the semester associated with the student's late withdrawal petition?
2. How did the symptoms/events experienced by this student impact the student’s ability to function at the College of Charleston?
3. When were you made aware of the students mitigating circumstances?

Letters or emails of support must be sent to capp@cofc.edu from the individual in the support role writing the letter. This email must include the sender’s professional title and relationship to the student along with response to the above three questions.