



# College of Charleston

66 George Street  
Charleston, South Carolina 29424-0001

Undergraduate Academic Services

(843) 953-5674

## PETITION FOR WITHDRAWAL AFTER OFFICIAL WITHDRAWAL DEADLINE

FAX (843) 953-5544

E-Mail: Undergrad@CofC.edu

### INSTRUCTIONS ARE ON THE BACK OF THIS FORM. PLEASE READ

NAME \_\_\_\_\_  
LAST FIRST MIDDLE DATE STUDENT CW ID

Please email my response to: \_\_\_\_\_@Edisto.cofc.edu Term: \_\_\_\_\_

**You must give an e-mail address or provide a self-addressed envelope.**

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### Class(es) From Which You Are Petitioning A Release

COURSE NO. - SECTION (MATH 101-002)	PROFESSOR'S NAME (PLEASE PRINT)	PROFESSOR'S SIGNATURE	DID STUDENT COMPLETE COURSE?	
			YES	NO
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

### CHECK LIST

Make sure that you have provided all of the items listed below before submitting this paperwork to our office. (Keep in mind that the later in the term you process this, the more difficult it is to receive approval.)

- Your Written Explanation for the Petition
- Official Documentation Supporting Your Petition
- Petition to Withdraw After Official Deadline (This Form) with appropriate signatures

### REASON FOR LATE WITHDRAWAL

\_\_\_\_\_ Circumstances Beyond Your Control \_\_\_\_\_ Detrimental to Your Health to Continue \_\_\_\_\_ Employment Conflict (Chronic Health Problems)

**Please Note: All of these reasons must be supported by the proper documentation and must have occurred in an appropriate time frame.**

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Petition approved \_\_\_/not approved\_\_\_:

(Put date of action in space)

\_\_\_\_\_  
UAS Director's Signature

- \_\_\_\_\_ Form to Registrar
- \_\_\_\_\_ Copy sent to student
- \_\_\_\_\_ e-mail to student

<b>RO USE ONLY:</b>
W Processed by: _____ Initials
Date: _____

**INSTRUCTIONS FOR PETITIONING FOR COURSE WITHDRAWAL AFTER  
THE OFFICIAL DROP DATE**

1. Complete the Petition For Withdrawal After Official Drop Deadline form, making sure that the proper signatures have been obtained before submission.
2. Submit the form and explanation to the Office of Undergraduate Academic Services
- 3.\* **Submission of the petition for withdrawal is not a formal withdrawal from the course. You are still responsible for attending and meeting all of the course requirements until the petition has been acted upon. It is your responsibility to check back with the Undergraduate Academic Services Office to see what action has been taken on your request.**
4. If the petition is approved, the "W" form will be forwarded to the Registrar's Office for processing. Please note that, under ordinary circumstances, a "W" will be recorded as the grade. However, the instructor cannot release you from the course with a "W" grade if you had been failing in the course to that point.
5. Please be aware that depending on circumstances, you may receive a risk management letter outlining conditions for future enrollment. In those situations, you may be withdrawn from future terms.

**\* Please pay special attention to the stipulations in #3.**

\* \* \* \* \*

**THE COLLEGE'S POLICY FOR WITHDRAWING FROM COURSES AFTER THE DROP DATE STATES THAT:**

After the official withdrawal date of the semester, a student may withdraw from a course with a grade of "W" only with special permission of the Director of Undergraduate Academic Services and the Professor. This permission will be granted only if continued enrollment in the course would be detrimental to the student's health or if extenuating circumstances prevent the student's continued enrollment.

The following conditions are **not** considered to be extenuating circumstances:

1. Actual failing, fear of failing, or fear of receiving a grade less than one would desire;
2. Initially enrolling for greater than 12 semester hours of work while knowingly employed full-time or attempting to work two part-time jobs;
3. Failure to take advantage of the six-week drop period; and/or
4. A decision to change a major or to transfer to another institution, thus eliminating the need for the course.

All extenuating circumstances concerning a medical or counseling problem must be accompanied by documentation from the physician or counselor supporting the petition, with a brief explanation of the difficulties encountered. Employment conflicts must be documented by a letter (on letterhead stationery) from the employer.

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