



Late Withdrawal for Mitigating Circumstances Procedure

Procedure Number: 210P

Responsible Office: Vice President, Student Affairs

Forms: [125-047 Late Withdrawal for Mitigating Circumstances](#)

Effective Date: 01/01/2019

Last Reviewed Date: 03/28/2024

1. Purpose

To provide guidance regarding the conditions under which a student may withdraw from a course or courses after the 60% mark and the steps necessary to request a late withdrawal.

2. Definitions

N/A

3. Procedure

1. To request a withdrawal after sixty percent (60%) of the course is completed, a student must submit [Form 125-047 Late Withdrawal for Mitigating Circumstances](#) with documentation of mitigating circumstances to the Office of Student Rights and Responsibilities.
2. Mitigating circumstances must have been severe, not foreseeable and/or could not have been reasonably prevented during the time period in question. Examples include:
 - a. A major medical emergency or severe, extended illness occurring during the semester the student is registered which requires hospitalization, is life threatening, prevents the student from attending classes or is contagious and a danger to the remainder of the College community.
 - b. Death of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, child, or grandparent). An obituary or death certificate is required.
 - c. Mobilization or call to active duty for military students. A copy of the military orders is required.
3. Documentation should be submitted to the Office of Student Rights and Responsibilities and should include the following:
 - a. A letter outlining the circumstances impacting the student's ability to perform in the course(s) in question and detailing when the circumstances occurred within the semester in question.

- b. Documentation from professional(s) verifying the circumstances, when the circumstances occurred, including receipts or other documents that can verify the circumstances.
 - c. Any documentation from medical or mental health personnel should be detailed enough for the Office of Student Rights and Responsibilities to make an informed determination.
4. The Director of Student Rights and Responsibilities will review the documentation and consult with the appropriate Academic Dean(s) or Dean of Student Success (relevant to the students' courses) to make a determination about approval/denial of the request.
- a. If the Dean of Student Success and Academic Dean approves the Withdrawal for Mitigating Circumstances, a grade of "W" will be assigned to the student's record and the student's instructor(s) will be notified.
 - b. If the Late Withdrawal for Mitigating Circumstances is denied, the student may appeal the decision to the campus Provost within ten (10) business days.
 - c. In order to appeal, the student must present new information that was unavailable to the Office of Student Rights and Responsibilities and that could substantially impact the original decision.
 - d. In cases where a course grade has already been assigned, the approved late withdrawal form will serve in the place of the Change of Grade Form.
 - e. Late Withdrawals will not be considered for passing grades of "A," "B," "C," "D," "P," and "S".
 - f. Late Withdrawals are considered for failing grades only of "F" or "I".
5. To request a refund for a Late Withdrawal, the student must follow Business Office procedures described in the Tuition Refund Policy Procedure.