

LATE WITHDRAWAL PETITION

Each semester there is a deadline for withdrawing from a course at CMC. This date is listed in the academic calendar for each term. If a student wishes to withdraw from a course after the deadline, he or she must petition the Academic Standards Committee (ASC) and provide appropriate supporting documentation. The ASC will consider such requests in three situations:

- 1. If a student received no graded work prior to the withdrawal deadline. In this case, the student must submit a petition for late withdrawal within seven days of the time when graded work was first made available by the instructor.
2. If circumstances beyond a student's control prevents completion of a course. In this case, the student must submit the petition for late withdrawal before the last day of classes.
3. If serious illness or emergency (a) prevents a student from filing a petition before the last day of classes or (b) occurs after classes have ended. In this case, the student must submit a petition for late withdrawal no later than one month into the next semester.

TO BE COMPLETED BY THE STUDENT:

Name: ID: Date:

I am requesting permission to withdraw from: (Course number and title) (Section)

In how many courses are you currently enrolled? How many courses are you requesting to drop? (If you are petitioning to drop more than one course, you must fill out a separate petition for each course.)

Are you on academic probation? Yes No

Attach a separate sheet explaining the reason for this request and include supporting documentation

TO BE COMPLETED BY THE INSTRUCTOR:

Please list all assignments (including quizzes, exams, papers, and presentations) for this course. Include the weight of each assignment, when the assignment was due, when the student submitted his or her work, and the grade the student received.

Table with 5 columns: Assignment, Weight, Due date, Date submitted, Grade. Multiple rows for listing assignments.

Describe the student's attendance record

Instructor's name and signature: College: (name) (signature)

*The signature of the instructor indicates that the information is complete and correct. It does not indicate support for the petition.

TO BE COMPLETED BY THE ACADEMIC ADVISOR:

I have discussed this petition with the student.

Advisor's name and signature: Date: (name) (signature)

Return the completed form to the Office of the Registrar.