



APPEALS FOR LATE DROP OR WITHDRAWAL FROM COURSES POLICY

PURPOSE

To establish guidelines for granting appeals for a late drop of or withdrawal from courses.

STATEMENT OF POLICY

Students may have reason to drop or withdraw from classes outside of the timeframes established in the *Adding or Dropping Courses Policy* and *Withdrawal from Courses Policy*. An approval to drop or withdraw from a class outside these timeframes may be granted due to circumstances beyond the student's control that prevented him/her from dropping or withdrawing from a course(s) within the published deadlines. The circumstances must have interrupted the student's ability to attend classes for a substantial length of time, complete the semester, or adhere to the usual drop, withdrawal, or refund policy.

Deadline for filing a late drop or withdrawal appeal: Students will be given 30 days following the end of the semester in which a course(s) was taken to petition for a drop/withdrawal retroactively.

The Office of Enrollment Services will work with other departments on campus to gather information, review the appeal, and make a determination based on the merits of the information provided. Students will be informed of the outcome of their appeal in writing.

If an appeal is approved, it will have the following impact on the student's record, tuition and fees, and financial aid:

- **Late Drop:** If approved, course(s) will be removed from the student's transcript. This action may result in the total cancellation of the student's enrollment. If the drop changes the student's status, financial aid will be adjusted accordingly.
- **Late Withdrawal:** If approved, a "W" grade will be assigned for the course(s) and will appear on the student's transcript. Students who wish to have their tuition and fee charges adjusted must file a tuition and fee appeal.
- **Tuition and Fee Refund:** Students requesting a review of tuition and fee liability due to a late drop or withdrawal must provide compelling evidence that prohibited the student from dropping or withdrawing during the Tuition Refund period. If approved, tuition and fee liability will be recalculated based on the date of the official withdrawal or drop. Any financial aid received will not be adjusted. If a Return of Title IV calculation was already performed prior to the appeal, aid will not be adjusted.

If an appeal is denied, no adjustment will be made to the student's record, tuition, fees, and financial aid.

PROCEDURES

See *Appeals for Late Drop and Withdrawal from Courses Procedures*.

POLICY TYPE: STUDENT AFFAIRS