

APPEAL TO WITHDRAW AFTER DEADLINE



SLCC CONCURRENT ENROLLMENT HIGH SCHOOL STUDENTS

POLICY

Exception to the deadline to withdraw from classes may be granted by a SLCC Division Chair or Dean in extenuating circumstances beyond the student's control **with appropriate documentation**. Such circumstances are defined as:

- A. illness or injury which prevents students from attending classes for an extended period of time,
- B. a death in the immediate family,
- C. circumstances requiring students to alter course schedule to secure, maintain, or change employment,
- D. change in work schedule as required by employer,
- E. other similar emergencies.

This Withdrawal Appeal Form is to be used after the published withdrawal deadline before the end of the course. Students must withdraw from classes by permission from the class instructor. Normally, no exceptions are granted after final exams have been given.

TO BE FILLED IN BY THE STUDENT:

Date: _____ Semester/Year: _____ SSN: _____

Student Name: _____
(Last) (First) (Initial)

Reason for Appeal: (with appropriate documentation): _____

TO BE FILLED IN BY SLCC:

Course Abbreviation	Course Number	CRN	Credit Hours	Last Date of Attendance

INSTRUCTOR AUTHORIZATION

Approval Signature _____

Disapproved: Does not meet policy guidelines
 Lack of documentation

SLCC DIVISION CHAIR AUTHORIZATION

Approval Signature _____

Disapproved: Does not meet policy guidelines
 Lack of documentation

Office Use Only: Date Recorded: _____ Hours Withdrawn: _____ Remaining Hours: _____ Initial: _____

This form is also available at www.slcc.edu/concurrentenrollment