

St. Cloud State University REQUEST FOR LATE WITHDRAWAL

(Note: For international students with F-1 and J-1 status, withdrawals from courses may affect visa status that allows you to stay in the United States. Accordingly, students considering withdrawal should consult the Center for International Studies immediately.)

- Requests should be submitted in the semester of occurrence, but typically no later than one calendar year from the last day of the semester of occurrence. (For example, if the semester of occurrence ends on May 9, 2008, the student should request a withdrawal by May 9, 2009.)
- Requests without appropriate documentation or without extenuating circumstances will not be considered. The following reasons will not be given consideration for late withdrawal: failure to remember the withdrawal deadline, changing majors, receiving unsatisfactory grades after the withdrawal deadline, course load too heavy or work schedule conflicts. See Section III for circumstances eligible for consideration.
- All Federal and State policies and procedures pertaining to financial aid eligibility will be enforced.

I. **Student Information**

Student Name _____ SCSU ID _____
 Last First
 Address _____
 Street City State Zip
 Day Phone () _____ SCSU Email _____
 Term / Year of Occurrence _____ (example: Fall, 2008)

II. **Check either A or B**

A. Request to withdraw from all courses this term or from a course in a previous term
 (Submit to: Office of Academic Affairs
 Administrative Services 209
 St. Cloud State University
 720 4th Avenue South Fax: 320-308-5292
 St Cloud MN 56301-4498 Phone: 320-308-3143)

B. Request to withdraw from individual courses this term
 (Submit to the office of the college offering the course:
 College of Education, Education Building A110
 College of Fine Arts and Humanities, Kiehle Visual Arts Center 111
 College of Science and Engineering, Wick Science Building 145
 College of Social Sciences, Whitney House 101,
 Herberger College of Business, Centennial Hall 118)

Course(s) under request					To be completed by instructor:		
Course ID	Dept	Number	Section	Credits	Last date of attendance (required)	Support for request	Signature
Ex 000243	ENGL	191	01	4		Yes No Neutral	
_____	_____	_____	_____	_____	_____	Yes No Neutral	_____
_____	_____	_____	_____	_____	_____	Yes No Neutral	_____

III. **Extenuating Circumstances** (petitions without documented extenuating circumstances will be denied)

Medical: Documentation of the student's treatment from a medical or mental health professional, on letterhead, including the dates of treatment and a telephone number for verification, is required. Medical reasons include serious illness or injury, mental health treatment, hospitalization, or other care received by the student that prohibits successful completion of the term.

Call to Active Duty of Armed Forces: Documentation in the form of the call up notice to active duty is required.

Other: Attach a letter that describes the extenuating circumstances and attach appropriate supporting documentation. (For example, death or illness of a family member or other significant hardship, etc.)

Note: A request for a tuition refund must be submitted on a separate form to the Office of Academic Affairs.

Student Signature _____ Date _____

I certify that all information provided is true and correct.

The student will receive written notification of the decision.

*******University and College Use Only*******

Request result: ___ Approved ___ Denied Signature _____

Title _____ Date _____ (Please forward to Office of Academic Affairs)

St. Cloud State University

Late Withdrawal Policy

A late withdrawal is a request to withdraw from a class after the published withdrawal deadline and is considered only for extenuating circumstances. Typically, requests must be submitted no later than one calendar year from the last day of the semester of occurrence.

Late withdrawal requests require approval from the college offering a course or the Office of Academic Affairs.

Procedures for Requesting Consideration of Late Withdrawals

- Typically, requests for late withdrawals should be submitted in the semester of occurrence but no later than one calendar year from the last day of the semester of occurrence. A request for late withdrawal from an individual course should be submitted to the office of the college offering the course. A request for late withdrawal from all courses should be submitted to the Office of Academic Affairs. A late withdrawal will be considered only if there are significant circumstances beyond the student's control which affected the ability to complete the course. The circumstances must be documented. Requests without appropriate documentation or without extenuating circumstances will not be considered. Please refer to the Late Withdrawal Form for examples. Forms are available at various locations, including college offices and the Office of Academic Affairs.
- If permission for a Late Withdrawal is not granted, the earned grade will appear on the transcript. If permission is granted, a "W" will appear on the transcript.
- All Federal and State policies and procedures regarding financial aid eligibility will be enforced. Students with financial aid in the form of scholarships, grants or loans may be required to repay the award if they withdraw or change course load. To avoid problems, students are advised to contact the Business Services Office (AS 123) before withdrawing from any class.

Issued by Office of Academic Affairs May 1, 2008