

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.
- Note:** All Federal and State policies and procedures pertaining to financial aid eligibility will be enforced. Please contact the Financial Aid Office to determine the implications of these decisions on financial aid eligibility.
- Note:** A tuition refund/credit appeal is a separate request submitted to the Business Services Office no later than 45 days after the end of the term or September 25th for summer terms.

_____ Initial here indicating you have read the notes above

I. Student Information

Student Name: _____ SCSU ID: _____
Last First

Address: _____
Street City State Zip

Day Phone: (_____) _____ SCSU Email: _____

Term / Year of Occurrence _____ (example: Fall, 2010)

II. Check either A or B

_____ **A. Request to withdraw from all courses this term**

Submit to:
 Office of Academic Affairs
 Administrative Services 209
 St. Cloud State University
 720 4th Avenue South
 St Cloud MN 56301-4498
 Fax: 320-308-5292
 Phone: 320-308-3143

_____ **B. Request to withdraw from individual courses this term or from a course in a previous term**

Submit to: the office of the college/school offering the course:
 College of Liberal Arts, Kiehle Visual Arts Center 111
 School of Arts, Kiehle Visual Arts Center 111
 College of Science and Engineering, Wick Science Building 145
 School of Education, Education Building A110
 Herberger Business School, Centennial Hall 118
 School of Public Affairs, Whitney House 101
 School of Health and Human Services, Whitney House 101

<u>Course(s) under request</u>					<u>To be completed by instructor:</u>		
Course ID <small>(Ex:000243)</small>	Dept. <small>(ENGL)</small>	Number <small>(191)</small>	Section <small>(01)</small>	Credits <small>(4)</small>	Last date of attendance <small>(required)</small>	Support for request	Signature
_____	_____	_____	_____	_____	_____	___ 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.)

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 _____

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.

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 or school 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. Students are advised to contact the Business Services Office (AS 123) and Financial Aid Office (AS 106) before withdrawing from any class.
- Requests for refund/credit will be submitted to the Business Services Office (AS 123) no later than 45 days after the end of the term or September 25th for summer terms.