

PELLISSIPPI STATE COMMUNITY COLLEGE

INSTRUCTIONS AND PETITION FOR WITHDRAWAL AFTER PUBLISHED LAST DAY TO WITHDRAW

ONLY PETITIONS BASED ON DOCUMENTED, EMERGENCY CIRCUMSTANCES
WILL BE CONSIDERED

Beyond the deadline to drop/withdraw, students may withdraw only from **all** classes, and no late withdrawals will be allowed after one year from the end of the semester in which the student was enrolled in the course.

Instructions

- Step 1** Contact a counselor in the Counseling Services office on any campus to obtain appropriate forms and discuss the withdrawal process.
- Step 2** Complete the form provided and obtain information/signatures indicated.
- Step 3** Provide the information requested on the Petition for Special Consideration to Withdraw and describe the extenuating circumstances that merit consideration of your request.
- NOTE:** Official documentation of your extenuating circumstances (e.g., hospital receipt, obituary notice, doctor's letter, police report, etc.) **MUST BE ATTACHED** for the petition to be considered.
- Step 4** Schedule an appointment to meet with a counselor in the Counseling Services office on any campus to return documentation and complete the application process. The counselor will submit your appeal to the Vice President of Academic Affairs. After the Vice President has reviewed the request, you will be notified of the decision by telephone and/or e-mail.

NOTE: An appeal that is not submitted by a counselor will not be considered.

Petition for Special Consideration to Withdraw

Name _____ Student ID Number _____

Address _____

Phone _____ Major _____

E-mail address _____

Due to extenuating circumstances as detailed below, I am petitioning for special consideration after the last day to withdraw for _____ semester, 20____.

DESCRIPTION OF EXTENUATING CIRCUMSTANCES (Official documentation must be attached for the petition to be considered):

I am aware that my financial aid may be affected by this withdrawal, and I have been advised to speak to Financial Aid before completing the withdrawal process.

STUDENT SIGNATURE **DATE**

Submit this form, a withdrawal form, official documentation of circumstances, a copy of your current Pellissippi State transcript, and your relevant schedule (semester you are petitioning to withdraw from) to a counselor on any campus. The counselor will submit your appeal to the Vice President of Academic Affairs. After the Vice President has reviewed the request, you will be notified of the decision by telephone and/or e-mail.

ATTACHMENTS			
<input type="checkbox"/> Documentation	<input type="checkbox"/> Withdrawal Form	<input type="checkbox"/> Transcript	<input type="checkbox"/> Relevant Schedule