

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

**INSTRUCTIONS AND PETITION FOR DROP/WITHDRAW AFTER
PUBLISHED LAST DAY TO DROP/WITHDRAW**

ONLY PETITIONS BASED ON DOCUMENTED, EMERGENCY CIRCUMSTANCES
WILL BE CONSIDERED

Instructions

Step 1 Go to the Student Assistance Center at the Pellissippi Campus or a Counselor at the site campuses to obtain appropriate form and discuss the withdrawal process.

Step 2 Complete the form provided and obtain the signatures indicated.

Step 3 Provide the information requested on the Petition for Special Consideration to Drop/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 along with a copy of your transcript and current schedule of courses.

Step 4 Leave the information for the Vice President, Division of Learning to review (Goins Building, Room 212) or the main office at site campuses. You will be notified by telephone of the Vice President's decision.

