

REQUEST FOR A LATE DROP DUE TO HURRICANE IRMA
 Completed, signed request must be received by **October 13, 2017 at 4:30pm**



@ _____ / _____ / _____ @bucs.fsw.edu
FSW ID number Last Name First Name FSW e-mail address

ACTION REQUESTED: *Please refer to the definitions on page 1*

Late Drop
 Late Withdrawal

Benefits: Check if you have received the following during the petitioned term

Financial Aid
 VA Benefits

REASON FOR REQUEST: Explanation must show correlation to Hurricane Irma. Provide a written explanation and documentation, if available, to support your request. All students must consult with an Academic Advisor before submitting this form.

ADVISOR SIGNATURE & DATE: This signifies that the student has met with an Academic Advisor and is aware of the ramifications of dropping a course or courses, including, but not limited to a financial aid adjustment.

Advisor signature & date

COURSE INFORMATION

Term: (circle) Fall / Spring / Summer Year: 20 _____

CRN #: (e.g. 12345)

Course Number & Title: (e.g. ENC 1101 - Composition I)

STUDENT ACKNOWLEDGMENT

My signature certifies that I have read and understand all ramifications of this request.
 I agree to pay back any financial aid awards that result from this request.
 By my signature, I attest that all assertions in this document are true.
 I understand that the decision of an approved petition cannot be rescinded.

Student signature & date:

FACULTY ONLY BELOW THIS LINE

Last date of recorded attendance: _____

Last grade made available to the student: **A / B / C / D / F / NA**

Comments _____

Professor's signature & date

OFFICE OF THE REGISTRAR

Decision

Pending Additional Data by:

Approved

Denied

Registrar/Designee signature & date

/ / / /

date processed _____
date emailed

PLEASE READ:

- Do not assume your petition will be approved. All decision notifications are sent to your FSW email according to the published calendar (<https://www.fsw.edu/registrar>)
- Requests to drop or withdraw must be filed within **1 year** of the semester in which the class petitioned ends. In the event of an exception to the 1-year time frame, only a late withdrawal is applicable; due to processes aligned with federal guidelines and processes.
- Requests will not be considered once a graduation is processed.
- Failure to attend a course or to drop or withdraw by published deadlines is neither exceptional nor beyond a student's control; these are not sufficient reasons to request a late drop or a late withdrawal.
- Failing a course or avoiding an unsatisfactory grade is not a serious and compelling reason for submitting an appeal.
- Students receiving financial aid should contact the Financial Aid Office regarding the effect that a drop or a withdrawal will have upon current and future financial aid. Refund of financial aid is subject to state and federal guidelines.
Students may be required to repay financial aid awards for money received prior to the petition.
- Students receiving veterans' benefits should contact the FSW Veterans Affairs Office to discuss potential payback.
- Incomplete appeals (without third-party supporting documentation, last date of attendance, or instructor signature) are not considered.

DEFINITIONS:

Late Drop – Removes a course or courses from a term due to major extenuating circumstances beyond a student's control, which prevent course completion and occur after the drop deadline but prior to the midpoint of the course. Course fees and academic history for the term are removed.

Late Withdrawal – Withdraws a student from a course or courses due to major extenuating circumstances beyond a student's control, which prevent course completion and occur after the published withdrawal deadline. Students will receive grades of 'W' (withdrawal), and the course will be counted as an attempt. The GPA is not affected. Fees are not waived.

Major Extenuating Circumstances - Conditions that are sudden, exceptional, and beyond the control of the student, such as serious illness, a death in the immediate family, an involuntary call to active military duty, a substantial change in employment or another emergency circumstance.

Immediate Family – For purposes of appeal requests, defined as parent, spouse, child, or sibling. Students may be asked to verify the relationship with a copy of legal document, such as a birth or marriage certificate.

TYPES OF DOCUMENTATION ACCEPTED:

- **Serious illness/hospitalization** – written verification from the physician's office on letterhead. Photographs and patient portal printouts are not acceptable forms of documentation.
- **Death of immediate family member** – Copy of a death certificate, funeral bulletin, or obituary.
- **Military duty** – copy of orders showing call to duty or training.
- **Employment** – letter from the employer on company letterhead, indicating a recent hire, relocation or specific change in hours. Employer's name should be printed or typed as well as signed. Employer contact information is also required.

INSTRUCTIONS FOR SUBMITTING A LATE DROP OR LATE WITHDRAWAL PETITION

1. Complete the form below – one form for each course you are appealing.
2. Secure last dates of attendance and signature from the instructor. An email from your bucs email to the professor's FSW email, with a response from the professor *noting last dates of attendance and most recent estimated grade is acceptable*.
3. Submit the form, your typed or legibly printed statement, the professor's comments and signature, and third-party documentation substantiating your request to the Office of the Registrar.