

REQUEST FOR A LATE DROP OR A LATE WITHDRAWAL

FSW allows students to **drop** courses without penalty for several days after the start of the term. FSW allows students to **withdraw** from courses through the midpoint of the term. This petition is to be used for situations whereby a student wishes to drop or withdraw from a course after the published drop or withdraw deadline due to **major extenuating circumstances** beyond the student's control which prevented adherence to the official published drop and/or withdraw deadline(s).

INSTRUCTIONS FOR SUBMITTING A LATE DROP OR LATE WITHDRAWAL

- ◆ Complete the form on Page 2 (one form for each course you are petitioning), and indicate the reason (major extenuating circumstance) for your request. **Major extenuating circumstances** include:
 - * Medical.
 - * Substantial change in employment.
 - * Call to military service.
 - * Death of an immediate family member.
- ◆ Have your professor provide your last date(s) of attendance, the latest grade that was made available to you, and their signature. (Email communications between you and the professor, via your official FSW email account, including a response from the professor noting the last date(s) of attendance and your most recent estimated grade is acceptable.)
- ◆ Contact the Financial Aid Office (FAO) in person or via your FSW @Bucs email, to have the FAO complete the relevant "Financial Information" section. FAO staff will document if any aid was awarded and if repayment is necessary, as a Late Drop or Late Withdrawal may have an effect upon your current and/or 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. Note: (1) FSW retains the right to deny a Late Drop petition that otherwise meets petition criteria based on funding source of aid, and as such, may issue a Late Withdrawal instead. (2) Withdrawal from courses may result in repayment of Title IV funds (R2T4).
- ◆ Sign and date the form.
- ◆ Required Attachments:
 1. Attach a typed (or legibly written), signed, and dated personal statement explaining the situation in enough detail so the committee may understand the extraordinary nature of your hardship. Be specific about the reason for your request and your desired outcome. If seeking to drop or withdraw from only a part of your course schedule, include an explanation for the selectivity.
 2. Attach third-party, supporting documentation. Examples of acceptable third-party documentation include:
 - * Medical: Written verification from the relevant medical practitioner's office on letterhead. The letter must indicate the severity, duration, and academic impact of the medical condition and recovery period. If the medical situation relates to an immediate family member, medical documentation must verify your role as the *primary caregiver* for the family member. (Photographs and patient portal printouts are not acceptable.)
 - * Military: Copy of military orders showing your call to duty or your call to training.
 - * Employment: Letter from your employer on company/organization letterhead indicating your recent hire, or your increase in hours, or your relocation. (Employer's name must be printed and signed. Employer's contact information also must be present.)
 - * Death of an immediate family member: Copy of death certificate, funeral bulletin, or obituary of the deceased; additional documentation may be required including the student's birth certificate to establish family ties.
- ◆ Submit the completed form and all supporting including documents to the Office of the Registrar.

ADDITIONAL IMPORTANT INFORMATION

- ◆ Do not assume your petition will be approved.
- ◆ All decision notifications are sent to the student's FSW @Bucs email address according to the published timeline/calendar: www.fsw.edu/registrar/forms ► "Petition Review Committee Schedule."
- ◆ Requests to drop or withdraw must be filed within one (1) year of the semester in which the petitioned course(s) ends.
- ◆ 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 a petition.
- ◆ Students receiving veterans' benefits should contact the FSW Veterans Affairs Office to discuss potential payback.
- ◆ Petitions without third-party supporting documentation, last date of attendance, or instructor signature are not considered.
- ◆ Definitions:
 - ⇒ **Late Drop**: Removes a course(s) from a term. Academic history related to the course is removed.
 - ⇒ **Late Withdrawal**: Withdraws a student from a course(s). Student will receive a grade(s) of "W," 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, a call to active military duty, a substantial change in employment, or another emergency circumstance. [Florida State Department of Education Rule 6A-14.0541 (2)]
 - ⇒ **Immediate Family**: An immediate family member is defined as a parent, legal guardian, spouse, child, or sibling. Students may be asked to verify the relationship with copies of legal documents, such as birth or marriage certificates.

REQUEST FOR A LATE DROP OR A LATE WITHDRAWAL

Student's First Name and Last Name (Print, Please) _____

Student ID Number _____

Student's @Bucs email address _____

ACTION REQUESTED (Refer to *Definitions* on Page 1)

Late Drop

Late Withdrawal

REASON FOR REQUEST (Refer to *Major Extenuating Circumstances* on Page 1)

Medical.

Call to military service.

Substantial change in employment.

Death of an immediate family member.

COURSE INFORMATION

TERM (circle one): FALL SPRING SUMMER

YEAR: _____

COURSE REFERENCE NUMBER (CRN): _____
(This is a five-digit code specific to the section of the course.)

COURSE PREFIX (LETTERS) and NUMBER: _____
(Examples: ENC 1101, HUM 2020)

COURSE TITLE (Examples: Composition I; Introduction to Humanities): _____

PROFESSOR'S INFORMATION (To be completed by the professor.)

STUDENT'S LAST DATE of RECORDED ATTENDANCE: _____

LAST GRADE MADE AVAILABLE to the STUDENT (circle one): A B C D F NA

ANY ADDITIONAL COMMENTS? _____

Professor's First Name and Last Name (Print, Please) _____

Professor's Signature _____

Date _____

FINANCIAL INFORMATION (To be completed by the Financial Aid Office and/or Veterans Affairs staff, if applicable.)

Financial Aid implications (Late Drop): _____

V.A. implications: _____

Financial Aid implications (Late Withdrawal): _____

F.A. Staff Member: Initial

Date

STUDENT'S ACKNOWLEDGMENTS

My signature certifies I have attached a relevant personal statement and appropriate supporting documentation. (See Page 1, "Required Attachments.") Also, my signature certifies I have read and understand all ramifications of this request, including:

- ◆ Withdrawal from all courses in a term may result in repayment of Title IV funds (R2T4).
- ◆ I agree to pay back any financial aid or other money owed that may result from this petition.
- ◆ I understand I am still liable for the cost of books and materials that I already may have paid in relation to the course(s) I am petitioning.
- ◆ I may be denied a Late Drop due to my source of funding.
- ◆ I attest all assertions in this document and related attachments are true.
- ◆ I understand the decision of an approved petition cannot be rescinded or overturned.

Student's Signature

Date

OFFICE OF THE REGISTRAR (To be completed by Office of the Registrar staff)

PENDING APPROVAL BY: _____
(Date/Deadline)

APPROVED

DENIED

Office of the Registrar Designee: Signature

Date

DATE PROCESSED: _____

DATE EMAILED: _____