

REQUEST FOR A LATE DROP OR A LATE WITHDRAW

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 in which 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).

Petitions requesting a Late Drop or Late Withdraw must be filed within one (1) year of the semester in which the petitioned course ends.

IMPORTANT: YOUR PETITION PACKET • READ ALL DIRECTIONS CAREFULLY

Gather the required information from your professor and from the Office of Financial Aid and Veteran Services to complete the form. Add a signed and dated statement, and third-party documentation. (Your signed and dated statement, as well as your third-party documentation, and Pages 1, 2, and 4 of this packet may be used for multiple courses, pending the courses you are petitioning fall within the same term. Print out and use Page 3 - **one course per Page 3** - for each course you are petitioning.)

A **complete** petition is a **packet** and includes all of the following:

- **The Request for a Late Drop or a Late Withdraw form**, which must contain:
 - * All four (4) pages, with each section completed.
 - * Your last date of attendance ("LDA") for the course being petitioned, reported by the professor along with the professor's signature.
 - * Information related to the potential impact to your financial aid, scholarships, and/or other funding sources, reported by a representative from the Office of Financial Aid and Veteran Services, along with the representative's signature.
- **A signed and dated statement**, or letter, in your own words (typed or written in a legible manner) describing the major extenuating circumstances that prevented course completion. This statement should explain the situation in enough detail so the committee may understand the extraordinary nature of your hardship. Be clear 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.
- **Third-party documentation** that supports the claims made in your signed and dated statement.

Only complete petition packets will be reviewed. Incomplete petition packets will not be reviewed. Should you submit an incomplete petition packet, your incomplete petition will be held for one additional petition cycle. Refer to the calendar on the website for relevant dates: www.fsw.edu/registrar/forms ► "Petition Review Committee Schedule."

- * If, after one additional cycle, you have not submitted all required components to complete your petition packet, the incomplete petition you submitted will be void - but you may submit a new, **complete** petition packet for the next cycle.
- Petitions requesting a Late Drop or Late Withdraw will not be considered once a graduation is processed. Once FSW awards a certificate or degree, the student record up to that point is considered "sealed," and changes that would affect calculations such as GPA, or credit hours attempted or earned, are not allowed.

Timeline

The Petition Review Committee meets monthly to review and preside over complete petition packets. Results - whether approved or denied - are communicated to your FSW @Bucs email address, in accordance with the published timeline/ calendar: www.fsw.edu/registrar/forms ► "Petition Review Committee Schedule."

STUDENT ACKNOWLEDGMENT

I have thoroughly read Page 1 of this document. I understand submitting a petition requesting a Late Drop or Late Withdraw is to ask for an exception to academic policy, and I must submit a statement as well as third-party documentation that supports my statement. **I understand I must submit a complete petition packet, which includes a statement and third-party documentation.**

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

Student's Signature

STUDENT INFORMATION, Page 2

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

Student ID Number

Student's @Bucs email address

ACTION REQUESTED

Indicate whether you are requesting a Late Drop or a Late Withdraw. You must make a selection, and select **only one**.

- **Drop:** A *Drop* removes a course from the academic record. Fees may be refunded.
- **Withdraw:** A *Withdraw* does not remove the course from the academic record, but a grade of "W" is assigned to the course. Courses with grades of "W" are counted as attempts but are not calculated into the GPA. Fees are not refunded.

Late Drop

Late Withdraw

MAJOR EXTENUATING CIRCUMSTANCES

Indicate the reason (major extenuating circumstances) for your request by making a selection from the boxes below.

Major Extenuating Circumstances are conditions that are sudden, exceptional, and beyond the control of the student, such as a serious illness, a call to active military service, a substantial change in employment, a death in the immediate family, or another emergency circumstance, in line with Florida State Department of Education Rule 6A-14.0541 [2].

Failure to attend a course, failure to drop or withdraw by published deadlines, and/or attempting to avoid an unsatisfactory grade are not serious and compelling reasons for submitting petitions to request Late Drops or Late Withdraws. (These cases are neither exceptional nor beyond a student's control.)

<p align="center">Medical.</p>	<p align="center">Call to Military Service.</p>	<p align="center">Substantial Change in Employment.</p>	<p align="center">Death of an Immediate Family Member.</p>
<p><i>A medical matter occurred during the term being petitioned which prevented you from completing the course.</i></p>	<p><i>A branch of the military has summoned you to service during the term being petitioned.</i></p>	<p><i>Your employer has required an increase in your work hours, or you have started a new job, or your employer has forced you to relocate during the term being petitioned - any of which have prevented you from completing the course.</i></p>	<p><i>An immediate family member is defined as a parent, legal guardian, spouse, child, or sibling.</i></p> <p><i>Grandparents, great-grandparents, cousins, and in-laws are extended family members.</i></p>
<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p>REQUIRED ATTACHMENTS: Attach third-party, supporting documentation. Acceptable third-party documentation includes the following:</p> <p>Written verification from the relevant medical practitioner's office on letterhead.</p> <ul style="list-style-type: none"> • The letter must indicate the severity, duration, and academic impact of the medical condition and recovery period. • If the medical situation relates to someone else, the medical documentation must identify you, by name, as the primary caregiver for the patient. <p>Photographs of medical trauma are not acceptable.</p>	<p>REQUIRED ATTACHMENTS: Attach third-party, supporting documentation. Acceptable third-party documentation includes the following:</p> <p>Copy of military orders showing your call to duty or your call to training.</p>	<p>REQUIRED ATTACHMENTS: Attach third-party, supporting documentation. Acceptable third-party documentation includes the following:</p> <p>Letter from your employer on company/organization letterhead indicating your recent hire, or your increase in hours, or your relocation.</p> <ul style="list-style-type: none"> • Your employer's name must be printed and signed. • Your employer's contact information must be included within the letter. 	<p>REQUIRED ATTACHMENTS: Attach third-party, supporting documentation. Acceptable third-party documentation includes the following:</p> <ol style="list-style-type: none"> 1. Copy of death certificate, funeral bulletin, or obituary of the deceased. <p align="center"><u>and</u></p> <ol style="list-style-type: none"> 2. Documentation verifying the relationship; for example, copies of legal documents such as birth or marriage certificates - for both the deceased and for you, the petitioner - are required to prove family ties.

The Office of the Registrar cannot return documents to you. Do not submit original documents; instead, submit clear, readable copies of original documents. Documents you submit to the Office of the Registrar become the property of the Office of the Registrar and will not be returned.

STUDENT INFORMATION, Page 3

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

Student ID Number _____

COURSE INFORMATION • ONE (1) COURSE PER PAGE (Page 3)

Complete the course information for the course you are petitioning. Use this page (Page 3) for ONLY one (1) course. (One course per page.) (To petition for multiple courses within the same term, make and use copies of Page 3. You may use Pages 1, 2, and 4 as well as your statement and documentation for multiple courses that you may be petitioning within the same term.)

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): _____

ATTENDANCE INFORMATION

Ask your professor to complete this section. Your professor should provide your last date of attendance ("LDA"), as well as sign and date this document.

(Attached email communications between you and your professor via your official @Bucs email account, including a response from the professor noting your last date of attendance, are acceptable.)

STUDENT'S LAST DATE of RECORDED ATTENDANCE: _____

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

Professor's Signature

Date

FINANCIAL IMPACT

A Late Drop or Late Withdraw may result in a balance due. Refund of financial aid is subject to state and federal guidelines; pending your request for a Late Drop or Late Withdraw is approved, you may be required to repay financial aid awards. For example, a Late Withdraw may result in a required repayment of Title IV funds (R2T4).

Contact the Office of Financial Aid and Veteran Services, and discuss the possible financial impact related to your petition. The Office of Financial Aid and Veteran Services staff member will examine your funding sources, and pending your petition is approved, will document if you will be required to repay any amount.

By having the Office of Financial Aid and Veteran Services staff member complete this section, you are demonstrating that you are aware of these potential financial consequences.

You must have the Office of Financial Aid and Veteran Services complete this section whether or not you have used financial aid at FSW.

NOTE: The Petition Review Committee retains the right to deny a Late Drop petition (that otherwise meets petition criteria) based on your funding source, and as such, may issue a Late Withdraw instead.

Financial Aid implications
(Late Drop): _____

Financial Aid implications
(Late Withdraw): _____

Veterans funding
implications: _____

OFFICE OF FINANCIAL AID CERTIFICATION

Signature: Office of Financial Aid
representative

Date

STUDENT CONFIRMATION

My signature certifies I have completed this document, and I attached a relevant statement and third-party documentation, per the section "Major Extenuating Circumstances, Required Attachments" (Page 2). Also, my signature certifies I have read, and I understand and accept all ramifications that may result from this petition, including:

- Withdrawing from courses may result in required repayment.
- 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 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 the related attachments are true.
- I understand the decision of an approved petition cannot be rescinded or overturned.

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

Student's Signature

Date

SUBMITTING YOUR COMPLETE PETITION PACKET

Make sure your packet is **complete** prior to submitting it. A complete petition packet includes all of the following:

- The completed Request for a Late Drop or a Late Withdraw form, including information and signatures from your professor and from the Office of Financial Aid and Veteran Services.
- A signed and dated statement in your own words.
- Third-party documentation that supports the claims made in your signed and dated statement.

Only **complete** petition packets will be reviewed. (Refer to Page 1, "Important: Your Petition Packet.")

Submit your petition in one of two ways:

- In person, at the Office of the Registrar at the Lee Campus. (S-Building, Second Floor)
- Email Registrar@fsw.edu, from your @Bucs email account. (Due to privacy and confidentiality guidelines, petition documents from external email messaging applications will not be accepted.)
⇒ In the Subject line of the email, include your first and last name, and note **Petition**.

Do not ask other staff members, such as your advisor, to submit your petition for you. You are responsible for completing your own petition packet, including writing a statement, gathering all third-party documentation, and submitting it to the Office of the Registrar in its entirety.

OFFICE OF THE REGISTRAR • STAFF USE ONLY

APPROVED

DENIED

PENDING BY: _____
(Date/Deadline)

SIGNATURE: PETITION REVIEW COMMITTEE REPRESENTATIVE

DATE REVIEWED

DATE PROCESSED

DATE RESULTS EMAILED TO STUDENT