



TRIDENT TECHNICAL COLLEGE

### Appeal for Late Course Withdrawal

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_

Academic Program \_\_\_\_\_ Semester/Year \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

According to Trident's *Student Handbook*, it is your responsibility to initiate the proper paperwork to withdraw from courses by the published last date to withdraw. This date, late in the semester, allows students ample time to withdraw from classes. The date is listed in college publications and is posted throughout all campuses. Failure to withdraw properly will result in the grade of F on your permanent academic record. A decision not to attend a course does not constitute a withdrawal from it.

If you have extenuating circumstances that prevented your withdrawal from a course(s) by the last date to withdraw during the semester, you may submit this appeal form no later than the end of the second semester after the semester in which the grade you wish to change was assigned.

An appeal for late course withdrawal will be considered **only for circumstances that made it impossible for you to withdraw by the published last date to withdraw.** Please note that the appeals process is not intended to extend this deadline. To submit this appeal, you must fill out the chart below and write your **justification** on the back of this form. **You must attach supporting documentation (medical records, accident reports, etc.)** and submit this in its entirety to the **Dean of your academic program.**

The decision of the dean is final.

Course and Section Number	Instructor

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Administrative Use Only:	
Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>
_____	_____
Dean's Signature	Date