



Appeal for Late Course Withdrawal

Student's Name _____ SSN _____

Academic Program _____ Semester/Year _____

Telephone Number _____

Address _____

E-Mail _____

According to TTC's *Catalog/Student Handbook* (Section D), 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 three 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.

Section D of TTC's *Catalog/Student Handbook* also states that a request for a change in grade other than an incomplete must be submitted to the Admissions and Records office within one semester following the semester in which the grade 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. To submit this appeal, you must fill out the chart below and write your justification on the back of this form. **You also must attach supporting documentation (medical records, accident reports, etc.) for this request to be considered.**

The decision by 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