

Page 2 LATE WITHDRAWAL FROM COURSE(S) APPEAL FORM

Date: _____ I.D. #: _____

Name: _____
(Last) (First) (M.I.)

INSTRUCTIONS TO REQUEST A LATE WITHDRAWAL FROM COURSE(S).

Beginning with the end of the unevaluated course withdrawal period, up to and including the last day of classes, the USSC may only consider the most compelling and extraordinary events, beyond the student's control that occurred after the withdrawal deadline and directly impact the student's ability to continue attending class(es). Students waiting the USSC decision are strongly advised to continue attending all classes since a denial of their request is possible. When requesting a late course withdrawal on the last day of classes, you must complete all steps below before the close of business!

1. You must complete the Request for a Late Withdrawal from Course Appeal Form. Your appeal statement on the form must include your response to the following questions:
 - A. What are the compelling and extenuating reason(s) that you are unable to complete the course(s)?
 - B. Why you are unable to request an INC grade from the instructor. Please refer to the College Bulletin for instructions on requesting an INC grade.
 - C. Why you feel the USSC should grant this request.
2. The reasons given in your statement must be supported with official dated documentation that is not returnable, but will be held in strict confidence. (The USSC may accept as documentation, 3rd party notarized verification of the events when official documentation may not be available.) **NO EXCEPTIONS!** Failure to submit documentation may result in the denial of this appeal.
3. Have your instructor complete their portion of the [Course Withdrawal Evaluation Form](#) You must submit one form for **each** late course withdrawal that you are requesting. If the USSC approves this appeal for a late course withdrawal and the numbers 1, 3 or 4 are indicated, a "W" or withdrawal without penalty will be assigned. If number 2 is indicated, a "WF" or withdrawal failing will be assigned. The "WF" counts as a failure in the GPA.
4. Once items 1 through 3 are completed, you must submit all the above to the USSC for review. The USSC will inform you of their decision, by e-mail, usually within 7 -14 business days during the Fall and Spring semesters and 2 business days during the Summer/Winter sessions after the receipt of your completed appeal.

If your appeal for a late course withdrawal is approved, you are no longer required to attend classes and **DO NOT TAKE THE FINAL EXAM**

If your appeal for a late course withdrawal is denied: You must continue to attend the class, completing the course and all other assignments including the final exam. If you stop attending the class, the instructor has **ONLY** two options: submit a final grade based on your work to date or your last day of attendance, **OR** if you stopped attending the class, assign the grade of "WU".

I have read and understand the Instructions to Request a Late Withdrawal from Course:

Student Signature: _____ Date: _____