

OFFICE OF STUDENT ADVOCACY, RIGHTS, & RESPONSIBILITIES

50 Phelan Avenue-Conlan Hall E 106C, San Francisco, CA 94112-1821
Office Phone: 415-239-3145, Office Fax: 415-452-5085, Office E-mail: advocacy@ccsf.edu.

Petition for Late Withdrawal

*FORM MUST BE PROCESSED COMPLETELY AND CORRECTLY IN ORDER TO BE PROCESSED.

Student: (Print) Last Name _____ First _____
CCSF Student ID No. _____ DOB _____
E-Mail Address _____
Home Phone (____) _____ Work Phone (____) _____
Mailing Address: No. Street _____ Apt. _____
City _____ State _____ Zip Code _____

ADVISORY NOTICE

If you are a financial aid recipient, you may have to repay your financial aid. You are required to meet with a financial aid counselor before signing this petition

Reason for Late Withdrawal (Check one and Attach Verifiable Documentation)

- Accident Health Jury Duty Work Conflict Incarceration
 Extended Litigation Military Service family Emergency Institutional Error

Student's Signature _____ Date: _____

For Instructor Review and Decision

Professor: _____ Fall Spring Summer of 20 ____

CRN _____ Subject _____ Course # _____

- Approved** **Disapproved**
 . Verifiable Documentation
 . Institutional Error
 . Instructor Initiated Withdrawal

Signature _____ Date _____ Ext. _____

For office use only:

To A&R Corrections Date: _____ Forwarded By Student Advocacy Office E106 _____

A&R Corrections Processing By _____ Date _____

How & Why to Petition for Late Withdrawal

Late Withdrawals are those requested by a student after the semester deadline for a student-initiated withdrawal, up until the day of the final exam.

A Late Withdrawal petition will only be processed when written, verifiable documentation is provided for extenuating circumstances.

Extenuating circumstances are defined as:

- **Accident**
- **Jury Duty**
- **Incarceration**
- **Military Service**
- **Health**
- **Work Conflict**
- **Extended litigation**
- **Family Emergency**

*** A LATE WITHDRAWAL WILL NOT BE AUTHORIZED WITHOUT THE INSTRUCTOR'S APPROVAL.**

If the instructor does not approve, the request is denied. If the instructor has left the college, the decision will be made by the Department Chair or designee.

- 1. Print and fill out copy of Petition for Late Withdrawal from your Web4.**
- 2. Provide written, verifiable documentation to the Office of Student Advocacy.**
- 3. Provide a copy of no holds to the Student Advocacy Office.**
- 4. Complete the petition and return all forms to the Student Advocacy Office for processing.**

FOR QUESTIONS OR SPECIAL NEEDS.

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