

ACADEMIC POLICY AND PROCEDURES FOR LATE WITHDRAWAL OF A COURSE

Late Withdrawals are those requested by students after the last day for an official student or instructor initiated Withdrawal and up until a period of **two years* after a final grade has been given. For information on the withdrawal appeal process, see the current City College Catalog under the section of "Academic Policies and Procedures." A Late Withdrawal will be granted only for verifiable extenuating circumstances, which have prevented the student from academic participation.

The procedure will start with the student making a request for a Late Withdrawal and providing written documentation and verification to the Dean of Student Advocacy, Rights and Responsibilities who will be responsible for keeping the documentation. The Dean of Student Advocacy will forward the request to the various instructors for their review. A Late Withdrawal will not be authorized without the instructor's approval. If the instructor does not agree, the request is denied. If the instructor has left the College and cannot be contacted, the decision rests with the Department Chair or his/her designee.

The request form will not be sent to the instructors unless there is written verifiable documentation on file in the Office of the Dean of Student Advocacy. If it is not clear that the request falls under one of the extenuating circumstances, the request will be reviewed by the Dean of Student Advocacy in consultation with the Dean of Student Affairs and the Vice Chancellor of Student Development for their recommendation. If the recommendation is that the request be denied, the Dean of Student Advocacy will inform the student. If the recommendation is to grant the request, the Dean of Student Advocacy will process the petition.

***EXTENUATING CIRCUMSTANCES ARE DEFINED AS:**

ACCIDENT ~ HEALTH ~ JURY DUTY ~ WORK CONFLICT
EXTENDED LITIGATION ~ INCARCERATION
MILITARY SERVICE ~ FAMILY EMERGENCY
INSTITUTIONAL ERROR

...that occurred only between the last day for a student or instructor initiated withdrawal and the giving of the final examination.

***Circle the extenuating circumstance applicable to your petition.**

WRITTEN DOCUMENTATION AND VERIFICATION REQUIRED WITH PETITION

*Has *two years* elapsed since you received the final grade? You may petition to have college grades of D, F, or NC excluded from grade point average calculations if that work is not reflective of your present level of performance through the *Academic Renewal/Exclusion* policy and procedures. *The petition may be obtained at the Admissions and Records Office, Ocean Campus, Conlan Hall, Room 107.*