



ADMINISTRATIVE WITHDRAWAL INFORMATION

PLEASE RETURN THIS FORM AND DOCUMENTATION TO:
Columbus State Community College
Records and Registration Department, Madison Hall, Room 201
P. O. Box 1609
Columbus, OH 43216

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE FILING A PETITION:

The circumstances for Administrative Withdrawal must be documentable and have prevented you from officially withdrawing from scheduled courses before 61% or more of the course had elapsed.

Consideration will be given only to changing failing (E) and unsatisfactory (U) grades to administrative withdrawals (AW), based upon a documentable extenuating personal or family emergency, active military duty, changes in work schedule that the college was unable to accommodate, or other special circumstances. Only documentable circumstances which prohibited the student from dropping the course, and are beyond the control of the student, will be considered acceptable. Third party documentation must be on official letterhead and from someone other than the petitioning student, or, a relative or friend of the petitioning student. The documentation must verify the circumstances which prohibited the student from officially withdrawing from class(es) and must also specify the dates these extenuating circumstances occurred. The dates specified for the extenuating circumstances must coincide with the dates of the quarter for which the Administrative Withdrawal is requested.

Administrative Withdrawals will be denied for these circumstances which include but are not limited to the following:

- Unsatisfactory performance
- Non-attendance
- Neglect to withdraw within the posted deadline
- Non-extenuating circumstances
- Failure to make up incompletes

If you have received a grade of A, B, C, D or S in a course, you are not eligible to apply for an Administrative Withdrawal. The instructor of record will be notified and offered the option to provide additional information regarding the request for Administrative Withdrawal.

Administrative Withdrawal petitions can be submitted to the Records and Registration Department for up to eight (8) consecutive quarters following the quarter in which the course or courses were taken. Administrative Withdrawal petitions submitted after this time will not be considered.

The Administrative Withdrawal Committee reviews petitions for an Administrative Withdrawal submitted by a student. The committee will render a decision approving or denying the petition. **Decisions made by the committee are final.** Approved petitions will be notated on the student transcript with an "AW" and may not subsequently be reversed. The Records and Registration Department will provide the student written notification of the petition disposition within approximately 60 business days of the Record and Registration Department's receipt of the petition.

Approved petitions for Administrative Withdrawal do not absolve students of the responsibility to pay fees in accordance with the procedures of the college. Other college department petitions may also be pursued, but are independent of this process.

Approved petitions for Administrative Withdrawal do not absolve students from following specific program requirements.

Applications for Administrative Withdrawal petitions and documentation supporting will become and remain a part of the student's permanent academic record.



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PLEASE PRINT CLEARLY - COMPLETION OF ALL FIELDS REQUIRED FOR PROCESSING

Student Name: _____
Last First MI

CougarID Number: _____

Current Mailing Address: Street: _____ Apt Number: _____

City: _____ State: _____ ZIP: _____

Daytime Telephone Number: (____) _____ Evening Telephone Number: (____) _____

I am requesting an administrative withdrawal from the following courses (Required): (Complete one form for each quarter.)

Course Title

Course Name

(Example: ENGL 102) _____

(Example: Essay and Research) _____

The course(s) listed must have been taken no longer than eight (8) consecutive quarters previous of the filing of this petition. Petitions submitted past the deadline will not be considered.

Coursework was taken during: Winter 20____ Spring 20____ Summer 20____ Autumn 20____
(Check one and fill in the year)

The last date I attended class: ____/____/____
MONTH DAY YEAR

I am requesting an administrative withdrawal because: (Attach additional sheets as needed)

I understand that I must attach third-party documentation which substantiates the above reason. I also understand that by signing this form, I am acknowledging that I have read, and I understand the information provided on the attached guide sheet. I recognize that I am taking the responsibility to pay any fees that may be incurred by the processing of this petition, should it be approved by the committee. I comprehend that potential approval of my request for an administrative withdrawal may affect my financial aid status, and that it is my responsibility to see a financial aid advisor prior to submission of the petition regarding the consequences of a potential approval. I understand that the decision of the committee is final, and may not be appealed. By my signature below, I verify that all of the information is true and complete to the best of my knowledge.

STUDENT SIGNATURE (REQUIRED) DATE ____/____/____

FOR OFFICE USE ONLY

Action taken: Approved Denied

Date received: ____/____/____
Date grade(s) changed: ____/____/____
Change(s) processed by: _____