COLUMBUS STATE
OFFICE OF THE REGISTRAR

ADMINISTRATIVE WITHDRAWAL PETITION

PRESENT THIS FORM IN PERSON TO:

COLUMBUS CAMPUS - STUDENT CENTRAL, UPPER LEVEL, MADISON HALL
DELAWARE CAMPUS - STUDENT SERVICES, MOELLER HALL

OR MAIL/E-MAIL FORM TO:

COLUMBUS STATE COMMUNITY COLLEGE
OFFICE OF THE REGISTRAR
550 EAST SPRING STREET
COLUMBUS, OH 43215
E-MAIL: awpetition@cscc.edu

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE FILING A PETITION:

After the deadline for withdrawing from a course for a given semester, students who meet one or more of the following criteria can petition for administrative withdrawal from one or more courses. Those criteria must be documented and may include extenuating personal or family emergency, active military duty, changes in work schedule that the college was unable to accommodate, or other special circumstances.

Unsatisfactory performance, non-attendance, neglect to withdraw within the posted deadline, non-extenuating circumstances, or the failure to make up incompletes will be denied. If the student has already received a grade of A, B, C or S in a course, the student is not eligible to apply for an administrative withdrawal. The student may contact the instructor of record to request the instructor to provide additional information regarding the request for administrative withdrawal.

Administrative Withdrawal petitions can be submitted to the Office of the Registrar for up to 24 consecutive months from the end date of the term for which administrative withdrawal is being sought. Administrative Withdrawal petitions submitted after this time will not be considered.

The Administrative Withdrawal Review Committee considers petitions for administrative withdrawal submitted by students. The committee will render a decision approving or denying the petition. Approved petitions will be notated on the student transcript with an "AW" and may not subsequently be reversed. The student will receive written notification of the decision approximately six (6) weeks after the Office of the Registrar receives the completed request.

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.

Petitions denied upon initial review may be appealed in cases where additional information or documentation can be provided by the student. Administrative Withdrawal appeals must be received in the Office of the Registrar before the deadline date indicated in the administrative withdrawal denial letter.

An Administrative Withdrawal Appeal Committee reviews appeals submitted by students that are denied in the Administrative Withdrawal request process. **Decisions made by the Administrative Withdrawal Appeal Committee are final.**

Petitions for and documentation supporting Administrative Withdrawal petitions will become and remain a part of the student's permanent academic record. **Please do not submit medical records.**

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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 term)

Course Title	Course Name
(Example: ENGL 1100)	(Example: Composition I)

Coursework was taken during: ☐ Autumn _____ ☐ Spring _____ ☐ Summer _____ ☐ Other _____
(Check one and fill in the year)

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

I am submitting this form with the following required documentation:

- Personal statement of explanation regarding the reason I am requesting an Administrative Withdrawal and
- Third-party documentation **Please do not submit medical records.**

I understand that I must include my personal statement and third-party documentation with the submission of this form. I also understand that by signing this form, I am acknowledging that I have read and I understand the information provided on the attached information 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 petition 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. 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 OF THE REGISTRAR USE ONLY Date received: _____/_____/_____ **Action taken:**

Original Petition: ☐ Approved ☐ Denied Date grade(s) changed: _____/_____/_____ (For Approved Petitions Only)

Appealed Decision: ☐ Approved ☐ Denied Date grade(s) changed: _____/_____/_____ (For Approved Appeals Only)

Change(s) processed by:_____