

NorthWest Arkansas Community College Late Withdrawal Appeal Procedures

Please read carefully and keep these instructions for your information
Return only the form with your documentation.

A student may petition for a “W” after the designated deadline has expired if one of the following events has occurred:

- a. Illness or injury to the student or immediate family member.
- b. Involuntary work schedule change or transfer.
- c. Death of a member of the immediate family of the student.
- d. Jury duty or direct involvement by the student with legal action or military responsibilities.
- e. Called to active military duty.

Guidelines for Submitting an Appeal

NWACC is authorized to consider grade changes to a “W” only when extenuating circumstances existed and prohibited the student from officially withdrawing from the course by the appropriate deadline. In no instance is NWACC authorized to deal with grade changes to a “W” which question the professional judgment by the faculty member of the student’s performance in the course. Petitions for a “W” may be submitted only until the end of the next major semester following the semester for which the petition is submitted. A major semester is defined as the Fall or Spring Semester. Since information concerning procedures and dates for withdrawal is widely publicized, NWACC **will not** consider petitions from students who claim they “*did not know*” withdrawal procedures and dates. **Documentation must accompany each petition or the appeal will not be considered.**

Procedures:

Pick up appeal and return form to Student Records office.

Student will receive a letter when appeal is processed.

NorthWest Arkansas Community College
Department of Learner Services
Late Withdrawal Appeal Form

Student's Name _____ Student ID # _____

Mailing address _____
Street City State Zip

Phone # _____ Email Address _____

CRN	Class Name	Class Time	Instructor	Dean	Dean's Decision

Student reason for Request to Withdraw:

Please check the supporting documentation that you have attached.

____ Medical records ____ Letter from employer, instructor, or other individual

____ Legal documents ____ Other supporting documentation

Student's signature

Date

Office Use Only

____ Deans
____ Date Processed in Banner
____ Date Letter Sent