

## **Late Withdrawal Appeal Procedures**

**Please read the following information carefully to determine if you may be eligible for a late withdrawal.**

A student may appeal 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.
- e. Called to active military duty or other military responsibilities.

### **Guidelines for Appeal Submission**

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. Certain academic programs may require doctor’s authorization for re-admittance after a medical withdrawal.

Late withdrawal appeals must be submitted within one year from the end of the semester for which the appeal is being made. Appeals submitted outside a year will be considered at the discretion of the Vice President for Student Services.

All drop/withdraw dates are published on the Academic Calendar. Students are responsible for knowing these dates and dropping/withdrawing accordingly. Appeals submitted due to students having missed a deadline will not be considered.

Each course on a Late Withdrawal appeal will be considered by the appropriate Academic Dean and approved/denied individually.



**If you *do not* meet the requirements above, you are not eligible for a late withdrawal.**

## Appeal for Late Withdrawal

**Student Name:** \_\_\_\_\_ **ID Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Student's reason for Late Withdrawal Appeal (attach second page if more room is needed):**

**Course Information:**

**Term:** \_\_\_\_\_

CRN	Class Name	Class Time	Instructor	For Administrative use only: Dean	For Administrative use only: Dean Signature



- For appeals to be considered documentation supporting the extenuating circumstance must be provided at the time of submission.
- Please submit the completed appeal form with documentation to the Enrollment Support Center or the Washington County Center.
- **Please check the supporting documentation that you have attached.**

Medical Documentation  
 Legal Documentation

Letter from Employer, Instructor or Other Individual  
 Other Supporting Documentation

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

(Signature must be Pen to Paper. Electronic Signatures not accepted. Proof of identification must be provided at time of submission. If mailing include copy of valid photo ID.)

Mail Form and Documents to: Student Records Office, One College Drive, Bentonville, AR 72712  
 Turn in at: Enrollment Support Center located on the 2<sup>nd</sup> floor of the Student Center or at the Washington County Location.  
 Upload the document to: <https://api.nwacc.edu/lss/finaid/filedropbox/> (You must have My NWACC login credentials to do this.)