

Request for Course Withdrawal Policy Exception

This form is for requesting an exception to the [Course Withdrawal Policy](#) due to serious extenuating circumstances. Before proceeding, please carefully review the guidelines on valid and invalid reasons for exceptions, which are provided on the following page. If, after reviewing the criteria, you believe your situation qualifies, you will need to complete this form and provide a detailed explanation along with supporting documentation to begin the review process.

If your request for course withdrawal is based on **medical reasons**, please do **not** complete this form. Instead, visit the [Office of Health Services](#) website for information on medical course withdrawals. Additionally, please do not stop attending your class until you have received confirmation that your exception request has been approved.

1. Student Information:

Date _____ Banner ID _____ Phone _____

Full Name _____ AppState Email _____

2. Course Information:

Course information for which an exception is requested.

CRN _____ Subject _____ Course Number _____ Term/Year _____

3. Extenuating Circumstance:

Check the reason below and provide a description.

Military deployment Jury/Court Administrative error Death or serious illness of immediate family member

Description:

4. Attach Documentation:

You must attach official documentation to support your request. Please note that submitting fraudulent documentation will result in a referral to the Office of Student Conduct.

Student Signature _____ Date _____

Signature of Dean's Office Designee* _____ Date _____

**This form is submitted to the Dean's office for the associated course.*

Office Use Only

Course withdrawal Counts _____ Course withdrawal doesn't count _____

Documentation Location (indicate by initialing): _____ Attached to form _____ Retained in Dean's Office

Date Received in Registrar's Office: _____ By: _____

University Course Withdrawal Policy:

An undergraduate student is allowed to withdraw from a cumulative total of no more than sixteen (16) credit hours after the published "Drop-Add" period. (The phrase "cumulative total" should be understood to mean a total of sixteen credit hours of withdrawals over the student's undergraduate career at Appalachian, excluding summer terms.) A student who wishes to withdraw from a course after the published "Drop-Add" period must do so by no later than the ninth week of the fall/spring semester.

The maximum of sixteen (16) credit hours is in compliance with UNC Policy and may not be exceeded. Course withdrawals are noted on the transcript and are included in the attempted hours.

Course Withdrawal for Extenuating Circumstances:

A student may be permitted to withdraw from a course without academic penalty for serious extenuating circumstances, including but not limited to military deployment. The serious "extenuating circumstances" must be compelling, documented, and approved by the appropriate campus office, appealable to the Dean of the course. If approved, the course 1) is recorded on the transcript with a W grade, 2) counts as attempted hours, 3) does not count in GPA calculation, and 4) is subject to all financial aid and SAP rules and calculations. Only in **rare** instances when serious extenuating circumstances **beyond your control exist and for which documentation is provided** will exceptions to the course withdrawal policy be approved. You are responsible for being aware of and abiding by all university policies regarding drop-add deadlines and knowing the number of course withdrawal credits you have already used.

Medical and Mental Health Reasons:

- **Medical Reasons:**
 - Do not complete this form. Instead, obtain approval from the [Office of Health Services](#).
- **Mental Health Reasons (e.g., anxiety, depression):**
 - Do not complete this form. Instead, see [Counseling and Psychological Services](#) for assistance.

List of Valid Serious Extenuating Circumstances Considered for Exception:

1. **Military Deployment**
 - **Required Documentation:** Deployment orders
2. **Jury Duty or Required Court Attendance**
 - **Required Documentation:** Court orders or legal documentation
3. **Documented Administrative Error**
 - **Required Documentation:** Written explanation by a designated college/school representative or clear evidence in the student record
4. **Death of an Immediate Family Member During the Current Semester**
 - **Required Documentation:** Copy of the death certificate and/or obituary for the immediate family member (Immediate family member is defined as parent/guardian, grandparent, sibling, spouse/partner, or child)
5. **Serious Illness of an Immediate Family Member During the Current Semester**
 - **Required Documentation:** Current medical records of the immediate family member (Immediate family member is defined as parent/guardian, grandparent, sibling, spouse/partner, or child)

List of Invalid or Common Circumstances Not Considered for Exception:

1. **Poor Academic Performance**
 - Issues related to poor performance in a course, not meeting the minimum grade requirement, etc.
2. **Conflict or Disagreement**
 - Conflict or disagreement with a professor
3. **Lack of Course Schedule Awareness**
 - Thinking you had already dropped the class or forgot it was on the schedule
4. **Course No Longer Needed**
 - Reasons such as changing majors, taking the class as an elective, or realizing you had already taken it
5. **Addition of Other Responsibilities**
 - Work, family, or extracurricular obligations outside of class
6. **Overload**
 - Choosing to take an overload but finding it too much