



Student Academic Appeals Committee Late Withdrawal Petition

Please print or type the requested information. Remember that what you write or type will be reviewed by the members of a committee making the decision on your request.

Student ID Number

Student Name (Last, First, MI)

Address

City

State

Zip

Primary Telephone

Pirate Mail (Committee decision will be sent by email.)
_____@students.pensacolastate.edu

Late withdrawal: If you are requesting to withdraw from a class after the established withdrawal deadline, you must provide documentation of the mitigating circumstance that prevented you from processing the official withdrawal by the deadline date or the extenuating circumstances that make continued attendance in all classes impossible.

List the class(es) and term which the late withdrawal is requested:

Clearly state your request and provide justification that you believe supports your request. Use additional paper or the reverse side of this form if more space is needed. Documentation is required for any late withdrawal requests (see above). Requests for waivers of existing policies and procedures may not require documentation, but your request must be clearly stated and justified.

Student Signature

Date

Advisor review of your request is required. Please meet with an advisor on any campus or center for this review.

Support request Do not support request

Advisor Signature

Date

Printed Name of Advisor

Justification(s)

Submit the petition (including the advisor review and signature) and any documentation to the Dean, Student Affairs office.

Your request will be forwarded to the Student Academic Appeal Committee. You are responsible for checking your Pirate Mail for the Committee's decision.