



FOR OFFICE USE ONLY
 RECEIVED BY:
 CAMPUS:
 INTAKE DATE:
 COMMITTEE DECISION:
 PROCESS DATE:
 COMMENTS:

REQUEST FOR LATE WITHDRAWAL

Please read this form in its entirety before signing below:

Daytona State College indicates in the Academic Calendar the last day to withdraw from a course(s) without grade penalty. Once this date has passed, the student must receive a grade as determined by the instructor. The issuance of a "W" grade for a withdrawal after the deadline can only be approved if there are **documented extenuating circumstances** that warrant a variation of the standard policy.

To All Financial Aid Recipients: your Satisfactory Academic Progress (SAP) may be affected due to a withdrawal.

Submission Deadline: Before the last day of the semester in which the course is taken.

The College response to all appeals will be sent to your **FalconMail** account.

Prior to submitting an appeal, please read carefully and completely the information on the Appeals Policy and Criteria. Be sure to complete and follow the checklist below. Please remember, the committee reviewing the appeals does not know you, and must judge the merit of your case solely on your statement and supporting documentation. This appeal must be completed in its entirety with supporting documentation upon submission.

Student Name

Student ID Number

() -

Yes No

Telephone Number

Financial Aid Recipient

- Indicate the appeal criteria of your request:
 - Serious Illness/Injury
 - Non-Voluntary Military Activation
 - Other Extraordinary Circumstance
 - Unforeseen Emergency/Natural Disaster
 - Death of Immediate Family Member
- Have you attached a personal statement and supporting documentation describing the circumstances that occurred as to why you could not withdraw from your course(s) by the date indicated in the Academic Calendar?
 - Yes
 - No
- Please initial to indicate your understanding that your appeal will be denied if a personal statement and supporting documentation is not provided at the time of submission to the college. You also agree that consideration after the submission deadline will only be made if the circumstance interfered with the deadline date. _____

Course Subject/Section	Class Number	Semester and Year	Sub-session (Circle one per course)
			A B FULL
			A B FULL
			A B FULL
			A B FULL
			A B FULL

Student Signature

Date