



Request to Appeal the Withdrawal Policy

Step 1: Complete this form

Date:	Student ID (G#):
Name:	
Phone Number:	
Student Email:	
Academic Program:	

GUIDELINES:

- Requests to appeal the withdrawal policy are to be made within **one calendar year** of when the grade was assigned to the course.
- Such requests will be granted only if a student demonstrates *verifiable extenuating circumstances*, clearly beyond the student's control.
- If the request is approved the "F" grade will be changed to a "W" grade, with no GPA consequences.

List course(s) for which you are requesting a "W" grade

CRN (ex. 12345)	Course Prefix (ex. ENC)	Course Number (ex. 1101)	Section Number (ex. B01)	Course Semester (ex. Fall 2019)	Instructor Name

Step 2: Attach a letter that clearly explains the *extenuating circumstances* that were outside of the student's control and occurred during the semester that was impacted.

Step 3: Attach third party documentation that supports this request. This may include a doctor's note or other such third party documentation.

Step 4: Submit completed and signed form, letter and third party documentation to SCFCare@SCF.edu from your SCF Student Email account.

NOTE: Committee decisions are based solely on the information the student provided in the submission packet.

Student Signature: _____ Date: _____

Committee Comment(s)-optional:

Approved:

Denied:

Committee Signature

Date