



# PETITIONING TO WITHDRAW AFTER THE DEADLINE

You may use the “Request for Withdrawal After the Established Deadline Date” form to petition for late withdrawal if there are unusual circumstances clearly beyond your control.

Documentation of the circumstances must be attached to all petitions.

## THE PROCESS

- Complete Sections 1, 2, and 3 and obtain the instructor’s evaluation and signature.
- Obtain the required signatures as indicated below.
- If you currently receive financial aid, contact the One Stop Student Services Office at (904) 620-5555 prior to submitting your petition to determine if withdrawing from a course will obligate you to repay all or part of any disbursements you received.
- Return the completed form to the One Stop Student Services Office (bldg. 2, Lobby area).
- You will receive notification of the outcome through the mail usually within two weeks of submitting the petition.

## REQUIRED SIGNATURES

- **Advisor’s Recommendation**  
Obtain the signature of your academic advisor.
- **Department Chairperson’s Recommendation**  
Obtain the signature of the chairperson of the department that houses the course in question.
- **Dean’s Decision**  
Dean’s decision is optional per college. Please see academic advisor.

## POSSIBLE OUTCOMES

Please Note:

- Having a passing grade in a class at the time of petition **DOES NOT** guarantee the right to withdraw after the deadline.
- The dean or designee of the college in which the course is taught has final approval/disapproval authority.
- The instructor may recommend an action or write an explanation of the applicable circumstances but does not have approval/disapproval authority.
- The Instructor will assign a WP or WF.

### **WP Withdraw Pass**

Indicates that the student successfully petitioned to withdraw from a course after the official deadline and was making satisfactory progress at the time. There is no impact on the student’s G.P.A.

### **WF Withdraw Fail**

Indicates that a student successfully petitioned to withdraw from a course after the official deadline and was not making satisfactory progress at the time. **A WF has a negative impact on G.P.A. and is calculated in the same manner as an F.**