

# Ozarks Technical Community College

## Petition for Late Withdrawal

**Overview:**

Late Withdrawals may be granted to a student who experiences non-academic emergencies which interfere or prevent the completion of his/her coursework. Typically, circumstances (non-academic emergencies) that warrant an approval tend to fall into one of three categories: medical, personal, and financial. Hardship withdrawals are not granted unless there is a compelling reason for such requests. If you are requesting a late withdrawal, you must clearly explain in writing how and/or why your non-academic emergency impacted your studies. The Dean of Students will be very selective in granting late withdrawals.

**Late Withdrawal Conditions:**

Students may be granted late withdrawals when non-academic emergency situations occur which prevent the completion of course work (e.g., severe medical problems, traumatic events/circumstances that cause a student to miss numerous classes or miss the withdrawal deadline). A late withdrawal may only be approved for one semester. Subsequent applications will not be considered.

Late withdrawals are subject to the following restrictions:

1. Students are not eligible for late withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project).
2. Students must apply no more than four weeks into the following semester including the summer term. This applies whether or not the student is enrolled in the next semester. In significant extenuating circumstances, this timeframe may be extended at the sole discretion of the Dean of Students.
3. Students will be responsible for all tuition and fees.

**Application:**

Students seeking a Late Withdrawal must submit the following to the Office of the Dean of Students (Fax to 417-447-6619 or email [DeanofStudents@OTC.edu](mailto:DeanofStudents@OTC.edu)):

1. A completed Petition form.
2. A written personal statement of hardship, detailing circumstances that prevented completion of coursework or prevented a traditional withdrawal from classes prior to the deadline.
3. Required supporting documentation (see Late Withdrawal webpage for details <http://students.otc.edu/registrar/academic-hardship-withdrawal/>)
4. A list of specific classes from which you are requesting to be withdrawn.
5. Last date of attendance for each class

*The Office of the Dean of Students will review the petition and supporting documentation and notify the student in writing of the decision within 30 days.* If the Petition for Late Withdrawal is denied, the student may appeal to the Vice Chancellor of Student Affairs within five (5) business days of the Dean's decision. The Vice Chancellor's decision is final.

**I have read and understand the above conditions and agree to abide by them. I give my permission for the Dean of Students to review my OTC academic transcript.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print the following information.

LIST SEMESTER & SPECIFIC CLASSES \_\_\_\_\_

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

Street Address

City

State

Zip Code

Phone Number: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

**Dean of Students Comments:**

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Approval

Date

Non-Approval

Date

**Office Use Only**

Courses: \_\_\_\_\_

Withdrawn:

Date: \_\_\_\_\_