

Ozarks Technical Community College

Petition for Late Withdrawal

Overview:

When the published last date to drop/withdraw has passed, a late withdrawal may be considered for a student who experiences non-academic emergencies which interfere or prevent the completion of their coursework. Typically, circumstances (non-academic emergencies) that warrant an approval tend to fall into one of three categories: medical, personal or financial. Late 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 and why you could not drop before the published last date to drop/withdraw. The Dean of Students will be very selective in granting late withdrawals.

Late Withdrawal Conditions:

When non-academic emergency situations occur (e.g., severe medical problems, traumatic events/circumstances) that prevent the completion of course work or that cause a student to miss the withdrawal deadline, a student may be eligible to petition for late withdrawal from the affected course(s) through the Late Withdrawal process. A request for late withdrawal is generally only approved for one semester. Subsequent applications may not be considered.

Late withdrawals are subject to the following restrictions:

1. Requests are only considered after the published last date to drop/withdraw has passed.
2. Generally, students are not eligible for late withdrawals in any course in which they have successfully completed the class requirements.
3. 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.
4. 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):

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 last date to drop/withdraw.
3. Required supporting documentation (see Late Withdrawal webpage for details <https://students.otc.edu/deanofstudents/late-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 CLASS(ES) & LAST DATE(S) OF ATTENDANCE _____

NAME: _____ STUDENT ID: _____

HOME ADDRESS: _____

Street Address
City
State
Zip Code

Dean of Students Comments:

Approval	Date	Non-Approval	Date
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Office Use Only Courses: _____

Withdrawn:

Date: _____

LAST UPDATED: 06/04/2020