

Course Withdrawal Appeal

The appeal process allows students, who have experienced extraordinary circumstances that impacted their ability to withdraw by the [original deadline](#), to request a course withdrawal. Before submitting this form, you must review this important information about [Extraordinary Circumstances](#) to determine if you are eligible to file an appeal, and if applicable, the section on [Course Withdrawal](#) to understand the impact on your academic and financial records.

Instructions: If eligible, you must submit this appeal to your instructor no later than the last day of classes (i.e. the day prior to the final exam week in fall/spring or the last day of the term in summer/winter).

STUDENT INFORMATION

Student ID: _____

Name: _____

Campus Email: _____

Semester: _____

Course, Number, and Section: _____

Extraordinary Circumstances: _____

Student

Sign this form and forward to your Instructor.

_____ Date _____

Note: Click the signature box above to sign digitally or you may submit the form from your campus email without a signature.

Instructor

If approved, sign and forward to the Department Chairperson (if you are the Chair, send to the Dean).
If denied, do not sign this form and notify the Student.

_____ Date _____

Department Chairperson (or Academic Dean or designee)

If approved, sign and send to Registrar@SouthernCT.edu to process and notify student.
If denied, do not sign this form and notify the Instructor and Student.

_____ Date _____