Are you considering appealing the University's Late Withdrawal Policy? If yes, here's some helpful information to know:

(New administrative processing protocol for Late Withdrawals due to Extenuating Circumstances adopted July 22, 2019).

Withdrawing from a class or classes can impact your academic progress toward your degree completion, so you are encouraged to first consider other options that might enable you to stay in school or finish the semester. Talk with your academic program advisor to explore academic adjustments such as a reduced course load, or taking incompletes which might prevent you from having to withdraw from class(es).

After speaking with your academic advisor, all students who are pursuing a late withdrawal due to extenuating circumstances, should contact Student Care Services (239-590-7900) in the Dean of Students' Office to schedule a meeting in person to discuss your documents and the process to withdraw late from a class or classes due to these circumstances beyond your control.

You are allowed to submit your appeal one time for review by the Appeal committee, so be sure your appeal is well documented and complete. You may review your appeal with a member of the Student Care Services team in the Dean of Students' Office- Cohen Center 288.

An extenuating circumstance is defined as:
An extenuating circumstance is any situation during the semester in question which was:
   a) not reasonably foreseeable,
   b) not caused by the student’s own choices and decisions,
   c) not reasonably avoidable or able to be mitigated by the student, and
   d) the severity or duration to be successful in the course or semester was impossible or unlikely without unreasonable effort.

*If a grade has been issued: Only grades of C- or lower are eligible for a WE

Other areas that may be impacted by withdrawing from class(es) include:
- Financial Aid you receive
- On campus housing contract deadlines
- Registration fees
- Visa/immigration status if you are an International student
- Student Health Insurance coverage

Information Required or Preferred: (See Supporting Documents Section-Online Form)

When completing the online form, you will have the ability to attach documents that may be forwarded to other offices such as Financial Aid or the Registration & Records. We ask that you please attach the information at the time of your appeal.
- Course or Term withdrawal (required for appeals within the current semester)
- Fee Appeal Document
- Meal Plan Cancellation
- For Housing Appeals or SAP Appeal there are additional steps a student must take in order to submit an appeal.

**When completing an appeal supporting documents are required:**

- If you were treated in the community, Student Health Service (SHS), or Counseling & Psychological Services (CAPS), your appeal must include the **Health Verification Form (Required)** that would be completed by your provider. Please speak with Student Care Services if you are unable to obtain this form. All efforts should be made to have this form completed.

- See **Supporting Documentation** section on the online form that describes other supporting documents/information needed for: Death of a Family Member, Injury/Illness, Financial Circumstances, Title IX or Violence Against Women Act or Investigation Circumstances, and University Error.

**When Requesting a Partial Withdrawal:**

Please provide a clear and detailed narrative describing how the extenuating circumstance affected the requested course(s) more than those you have decided to retain. In addition to the narrative, students must provide evidence supporting their partial withdrawal.

**Special Circumstances:**

The committee may review an appeal which does not have the required documentation upon the recommendation of the Student Care Services Representative in cases where procuring the specified document is not possible, it would create an undue hardship, or where a party is unwilling to assist the student in the process (such as in cases where a student was treated at a medical facility which refuses to complete the Healthcare Provider Verification Form). This recommendation shall be noted in the students’ appeal file prior to committee review in such cases.

**Additional Information:**

Once an appeal is submitted it will not be considered by the committee unless it is filled out completely and contains:

- The appropriate supporting documentation required, or
- A recommendation from Student Care Services that the appeal be considered without the mandatory documentation, or
- A written request from the student stating that they are aware of the mandatory document requirements and explaining why they are requesting an appeal based on the submission as-is.

You will receive communication through your FGCU email. All Withdrawal for Extenuating Circumstances must be submitted within 1 year (365 days) after the semester in which the appeal is being sought. Appeals may be considered after this time period only if the student shows good cause which explains why the appeal was not submitted within the timeframe listed above. The co-chairs of the committee must agree that good cause exists and recommend to the Committee that the case be reviewed.

- **Appeals will not be processed without complete information.**
• This committee may not consider an appeal for any course on which it has already reached a final determination. This means that a student will not have the ability to resubmit after a final decision has been made. It is in your best interest to be detailed and thoughtful when filling out your appeal information.
• If a student is deferred for more information they will have 6 months to provide the appropriate information before the case will be denied and closed.

After speaking with your academic advisor, all students who are pursuing a late withdrawal due to extenuating circumstances, should contact Student Care Services (239-590-7900) in the Dean of Students' Office to schedule a meeting in person to discuss your documents and the process to withdraw late from a class or classes due to these circumstances beyond your control.

Additional Resources:

Adaptive Services is also able to provide short-term accommodations for students with a significant medical impact that is expected to resolve; e.g. a broken limb. If you are registered to receive services from Adaptive Services, contact your case manager if you believe they can verify your situation is extenuating. You may call: 239-590-7956.

Financial Aid & Scholarship recipients should contact that office to speak with your financial aid representative about the impact of withdrawing from classes may have on your Bright Futures award or other Scholarships). You may call: 239-590-7920.

International students (on an F-1 or J-1 visa) must contact the International Services Office to discuss the impact of dropping below fulltime status. You may call: 239-590-7925.