

WITHDRAWAL PETITION

For students requesting withdrawal
from classes beyond the withdrawal date.

In keeping with Florida Administrative Rule 6A-14.0541, the College of Central Florida may consider a petition for withdrawal when the student files a request claiming that the student was unable to complete the course(s) due to circumstances determined by the college to be **extraordinary and beyond the control of the student**. These may include, but are not limited to: illness or injury of the student of such severity and duration, as confirmed in writing by a physician or licensed mental health professional, to preclude completion of the course(s); death of the student or the student's parent, spouse, child or sibling during the semester; extended, round-the-clock care of an ill relative; involuntary call to active military duty; or, incarceration.

Deadline for Submission: The College may consider a student's petition no later than two semesters after the end of the semester in which the course/s was taken.

Documentation Requirements: Objective documentation of the exceptional circumstances (e.g., death certificate, obituary, funeral program, letter from physician or licensed mental health professional, military orders, or the college's official Medical or Legal Certification Form) must accompany the petition. Petitions submitted without appropriate supporting documentation will be denied.

Where to submit form: appeals@cf.edu or to the CF Enrollment Services Office, Ocala Campus, Building 5, Room 102, 3001 SW College Road. For questions, call 352-873-5801, option 2.

The petition will be reviewed by the Vice President of Student Affairs or designee. If approved, the student will receive a W grade for each course. **Within three weeks of submitting the petition, the student will receive notification of the decision by letter at the address the college has on record for the student.** Students are responsible to ensure that the address and telephone number on record with the college are correct so that proper notification can be achieved.

A student whose petition is denied may appeal to the Academic Exceptions and Petitions Review Committee within 21 days after the denial letter is sent to the student. Additional documentation and/or explanation of the circumstances surrounding the appeal will be required. Decisions of the AEPR Committee are final and cannot be further appealed.

Reason for Withdrawal Petition: (to be provided by the student)

Your signature on the petition form indicates that you (1) have read and understand the college procedure and (2) that you understand that the college decides what constitutes extraordinary circumstances. All information submitted must be correct. Insufficient, inaccurate or false information can result in the denial of the petition.

I have completed the second page of this form and attached necessary documentation.

Student Signature

Date (MM/DD/YY)

