## CENTRAL

## 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) he that you understand that the college decides what constitute submitted must be correct. Insufficient, inaccurate or false	es extraordinary circumstances. All information
☐ I have completed the second page of this form and attached i	necessary documentation.
Student Signature	Date (MM/DD/YY)



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PART I: STUDENT INFORMATION			N		CF ID No.:	
Legal Name:						
	Last			First	Middle (complete) Jr., etc.	
Mailing Ad		- P				
	Street/P.0		¬ г	¬	City State Zip Code	
	lment Program	student: _	_ Yes _	_	s Location: Ocala Citrus Levy	
_	Telephone No.: Email:					
Semester re	Semester requesting withdrawal:   Fall Spring Summer Year:					
<b>PART II: COURSE INFORMATION:</b> Use a separate sheet for additional courses. Attach copies of email from instructors of online courses. The instructor signature is required for each course listed below in the current semester, prior to grade(s) being issued.						
No.	Course Code	Section No.	Credit Hours	Last Day of Class Attendance	Instructor Signature (please confirm last day attended)	
1.					· · ·	
2.						
3.						
4.						
5.						
6.						
All Financial aid will be placed on hold until a decision is made on this petition. If your withdrawal petition is approved it may adversely affect prior or future financial aid awards.  By signing this document, I certify that I have read and understand the college policy and that all information submitted is complete and accurate. I also authorize verification of my documentation by the Office of Enrollment Services.						
Student Sign	Student Signature Date (MM/DD/YY)					
Reviewed by:  Director of Admissions						
Signature Date  Director of Financial Aid				Date		
Signature  Director of Advising  Signature			Date			
			Date			
Enrollment Services Use Only:  Approved Denied No Action Comments:						
Registrar	's Signature			Dat	e	
Processed by (signature)				Dat	e Student Notified	

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. For inquiries regarding nondiscrimination policies contact the Title IX Coordinator, Ocala Campus, 3001 S.W. College Road, 352-291-4410 or Compliance@cf.edu.

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