

**Suffolk County Community College
Request to Appeal for Course Withdrawal
(After Deadline of Two-Thirds Term)**

Do not use this form to appeal for course withdrawal for any medical circumstances (physical or mental health concerns). In these cases, reach out to your Campus Associate Dean of Student Affairs.

Please note: Course withdrawal appeals should only be requested for extreme, extenuating circumstances.

The deadline for students to withdraw from a course is two-thirds into the term. **For almost every case, that is a firm deadline.**

Since course withdrawal appeals are requested in the last one-third of the term, the Academic Deans highly encourage students to work with faculty on options to complete the course.

As there is no guarantee of an approval, you should continue to attend class and complete coursework until a determination is made.

Please note the following reasons do not meet criteria for an approval of an appeal for course withdrawal:

- poor performance in coursework
- lack of attendance
- difficulty with subject matter
- missed course withdrawal deadline
- change of major or no longer meeting the academic requirements of your major
- to avoid failing grades
- decision to move or relocate to a different area
- work schedule or job responsibilities that impact class attendance, and
- other common causes of challenges in courses that are not considered extreme.

Course withdrawal appeals are granted only for extreme, extenuating circumstances. Official supporting documentation should be submitted to provide evidence that the extenuating circumstances were extreme.

A faculty acknowledgement is not an approval. These course withdrawal appeals are reviewed by a committee of Academic Deans, who will make the final decision.

The determination of the appeal is final and not subject to further appeal.

Date: _____