

APPEAL FOR SPECIAL CONSIDERATION

Name Sample Student Late Withdrawal

Address 123 Main St Refund _____
Cortland, NY 13045 Other _____

Telephone 607.555.5555

Student ID # 710.00.0000

PLEASE INDICATE: Semester: Spring 2010 Course(s): PSYC103

STUDENT'S STATEMENT: (Please complete and return to the Dean of Instruction, Room 229)

I missed the withdrawal deadline of April 1, and I cannot pass my PSYC103 class. I got behind in the beginning of the class because the bookstore was out of textbooks, and didn't get them in until a few weeks into the semester. I really like psychology and want to be a psych major. Having a WF or an F on my transcript would not look good on my transcript for when I go to SUNY Cortland. Please allow me to have a late withdrawal of W for PSYC103. I am now aware of the deadlines, and I don't plan to withdraw from any more courses.

Sample Student 4/15/10
 Student's Signature Date

FOR OFFICE USE ONLY:

Financial Aid Implications: Yes No Comments:	
Business Office Implications: Yes No Comments:	

Dean of Instruction: Approved Disapproved
 (Academic-related issues, i.e. late add or late withdrawal)

Signature Date

Dean of Operations and Enrollment Management: Approved Disapproved Other (see note below)
 (Financial-related issues, i.e., tuition and fees refund)

Signature Date