

According to College policy, permission to withdraw from an individual course after the deadline stated in the Academic Calendar may be granted only by the Provost/Dean of Faculty and only under extraordinary circumstances. No late withdrawals will be accepted for review **four weeks after the last day to withdraw from a class** (see the Academic Calendar for specific date). Stress, financial pressure, low grades, falling behind in class, deciding the work load is too much, and similar circumstances are not extraordinary and are not grounds for withdrawal.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number \_\_\_\_\_ LMC Email \_\_\_\_\_

Course Number and Name \_\_\_\_\_

Reason for Request (request WILL NOT be considered without documentation of the problem and a full written explanation of how this class is especially affected by the problem.)

- Severe new health problems
- Employment change making class attendance impossible
- Personal disaster or circumstance: absolutely unanticipated, unavoidable, uncontrollable

Student Signature \_\_\_\_\_

**The professor's signature is required as part of the process for evaluating the petition. Professor's comments, if any, may be placed on the back. No withdrawal will be allowed unless the professor has been informed of the student's desire and of the student's reason for this petition. The professor's signature is, however, only an indication that the student has contacted the professor. It does not constitute permission to withdraw.**

Professor Signature \_\_\_\_\_

**The student must leave this completed petition in the Office of Registration and Records. Only extreme cases will be considered beyond the official deadline. The student will be notified of the disposition of the petition by the Registrar after official action by the Provost/Dean of Faculty.**

Academic Advisor \_\_\_\_\_

Provost Approval \_\_\_\_\_

Registrar Signature \_\_\_\_\_

Date of Student Notification \_\_\_\_\_