

# LATE WITHDRAWAL APPEAL

## Procedure PR 719.04: Late Withdrawal Appeal

This procedure outlines the method for appeal for late withdrawal from class(es). Students may have an extenuating circumstance that prevents them from withdrawing before the last date allowed to withdraw from the class(es) and from successfully meeting the course requirements.

Late Withdrawal appeals do not refund any tuition fees. Refer to Tuition Refund Appeal (<https://catalog.morainepark.edu/billing/refund-appeal/>) for exceptions to the Wisconsin Technical College System refund policy (Wisconsin Technical College 10.08, Wisconsin Administrative Code ([https://docs.legis.wisconsin.gov/code/admin\\_code/tcs/10/08/](https://docs.legis.wisconsin.gov/code/admin_code/tcs/10/08/))).

### Extenuating Circumstances

Extenuating circumstances are situations outside of a student's control. All official documentation submitted must be current, on professional letterhead, and pertaining to the time period in question. Student's, child's, family member's medical, court, or police documentation are not considered part of the student's education record. All medical, court, or police documentation will be verified by the appeals committee and destroyed upon decision. These records will not be maintained in the student's education record. Examples of extenuating circumstances and required documentation include, but are not limited to:

**Medical:** (unanticipated medical condition which caused the student to not complete class(es)) The documentation must state that you were unable to complete the class/term due to a medical condition and/or treatment. Dated letter on letterhead signed by the attending containing the nature of illness/injury date of onset, dates of hospitalization/physician appointments, severity, and your inability to attend school due to the condition. Pre-existing conditions are not justifiable. Medical bills are not considered acceptable documentation.

**Immediate Family Emergency:** (Illness of parent, child, spouse, sibling or grandparent) Dated letter on letterhead signed by the attending physician containing the dates of occurrence, nature and severity of your relative's illness/injury and a statement that the student served as a caregiver during the illness.

**Employment Conflict:** Submit documentation with employer signature and telephone number on letterhead detailing the dates and nature of the involuntary change in employment which prevented the student from attending classes.

**Military Activation:** Submit a copy of official military orders.

**Bereavement:** (Death of immediate family; parent, child, spouse, sibling or grandparent) Submit a copy of obituary or death certificate with statement indicating the student's relationship with the deceased.

**Other Unusual Circumstances Beyond Your Control:** (such as: fire or natural disaster occurred at your home or a legal matter). Submit police, fire or insurance reports, Court documents, Letter from social service agency indicating that the student's course work could not be completed, Insurance documents verifying dates of emergencies,

Letter from an attorney verifying circumstances and inability to complete the semester, or other documentation as requested.

### Other Documentation the Appeals Committee May

**Request:** If additional information is required by the Appeals Committee, the documentation must be received within two weeks of notification or the appeal will be void.

**Circumstances that will not be a sufficient basis for appeal include, but will not be limited to, the following:**

- Dissatisfaction with course content, scheduled meeting time, location, mode of instruction, instructor or grade.
- Arrest or incarceration
- Academic or disciplinary dismissal
- Known medical condition, injury or illness that has not changed materially since the time of enrollment in the course
- Financial hardship or lack of financial aid
- Volunteering for military duty
- Discontinued attendance or failure to attend a course(s) at all. Students are responsible for officially dropping or withdrawing from courses.

### Late Withdrawal Appeal Process

1. Students are highly encouraged to contact the Financial Aid Office to review the impact of the decision to drop or withdraw and related financial aid, scholarships, or veteran benefits.
2. Appeals must be made by the student. Appeals made "on behalf of" a student will not be reviewed (unless the student is unable to submit an appeal due to incapacitation).
3. Appeals will not be accepted without all of the following being submitted:
  - a. Completed Late Withdrawal Appeal Request form (<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=5f65ffa7-c2f2-4fc0-bcdb-59752c680ab8&targetURL=https://dynamicforms.ngwebsolutions.com/Submit/Start/a239de72-6155-49d1-b8bb-28cfac71f52a>)
  - b. Personal statement detailing the circumstances including dates and timelines and how the circumstances prevented the student from dropping class(es).
  - c. Supporting documentation relevant to extenuating circumstance listed in statement.
    - i. Student's, child's, family member's medical, court or police documentation are not considered part of the student's education record. All medical, court, or police documentation will be verified by the appeals committee and destroyed upon decision. These records will not be maintained in the student's education record.
    - ii. All documentation is subject to verification. Amendments and corrections to original supporting documents, or falsifying information on this Appeal will result in immediate denial and may be grounds for sanctions as outlined under the Moraine Park Technical College Student Code of Conduct.
4. All appeals must be signed and dated.
  - a. A signed application shall act as a student's release of information and consent to review academic, financial aid, registration, medical documentation and other records that are related to the appeal.

- b. Requests submitted after the last date of the semester in which the class(es) were taken will not be accepted and students will receive the grade earned in the class(es).
5. Circumstances that will not be a sufficient basis for appeal include, but will not be limited to, the following:
  - a. Dissatisfaction with a course content, scheduled meeting time, location, mode of instruction, instructor or grade.
  - b. Arrest or incarceration
  - c. Academic or disciplinary dismissal
  - d. Known medical condition, injury or illness that has not changed materially since the time of enrollment in the course
  - e. Financial hardship or lack of financial aid
  - f. Volunteering for military duty
6. Discontinued attendance or failure to attend a course(s) at all. Students are responsible for officially dropping or withdrawing from courses.

**Late Withdrawal Appeal Committee**

1. The Appeals Committee is comprised of representatives from the Registrar's Office, Student Financial Services, Advising, and Financial Aid departments.
2. Appeals are reviewed on a continual basis. Depending on the complexity of the appeal and receipt of all supporting documentation, the processing time may vary from two to four weeks.
3. Approvals are based on, but not limited to;
  - a. The above Late Withdrawal Appeal criteria 1-3 that represent a sound basis for refund.
  - b. In all cases, the situation must show extenuating circumstance out of the student's control and have interrupted the student's ability to:
    - i. Attend class(es) for a substantial length of time
    - ii. Complete the semester
    - iii. Adhere to the standard withdrawal or refund procedures
    - iv. A majority of the committee decides in favor of the request.
4. If approved, the registration status and grade will be updated to a "W" (withdrawn) in the student information system, if applicable.
5. If denied, student will receive final grade as earned in the course. If student stopped attending, a failing grade will be issued.
6. The Appeals Committee decision is final.
7. Student's will be notified of the decision by the Registrar's Office by student's MPTC email.