

## COWLEY COLLEGE LATE WITHDRAWAL APPEAL FORM

The College grading policy allows a student to withdraw from a class no later than November 15 for the fall semester and April 15 for the spring semester (deadline dates will be prorated accordingly for classes less than 15 weeks). Withdrawal deadline dates are published in the class schedule each semester and it is the student's responsibility to be aware of specific deadline dates.

On the back of this page, state the reason(s) for requesting that a "W" be recorded after the published deadline date for the class(es) listed below. BE SPECIFIC by giving dates and attaching supporting documentation. Relevant documentation could include (but not limited) to a doctor's statement, letters of transfer, or any other information, which would indicate the reasons for missing the deadline. Appeals will not be accepted without documentation and will only be accepted one semester past the effected semester.

Submit this form, with supporting documentation, to the Vice President of Academic Affairs, Cowley College, PO Box 1147, Arkansas City KS 67005. A written response will be sent to you at the address below within 10 working days.

**PLEASE PRINT**

Student Identification Number      Last Name      First Name      Middle Name

Address (Number and Street)

City      State      Zip      Day Phone Number

SEMESTER: FALL       SPRING       SUMMER       YEAR: \_\_\_\_\_

Course Information: (Use the back of this form if you need to list additional classes.)

1. \_\_\_\_\_  
Dept.      Course #      Section      Title      Instructor
2. \_\_\_\_\_  
Dept.      Course #      Section      Title      Instructor
3. \_\_\_\_\_  
Dept.      Course #      Section      Title      Instructor
4. \_\_\_\_\_  
Dept.      Course #      Section      Title      Instructor

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Rec'd in Vice Pres. of Academic Affairs office: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date Notification Sent to Student: \_\_\_\_\_  
Registrar Signature