

Request to Withdraw from Course(s) in Extreme Circumstances

Emergency Course Withdrawal Policy (from the *Student Handbook*

www.grinnell.edu/offices/studentaffairs/shb/academicpolicies/classregpolicies/emergencycoursewithdrawal):

Emergency course withdrawals may be granted in exceptional and extreme circumstances that are both beyond the student's control and impossible to foresee. Students are not allowed to drop below 8 credits, however. No student may withdraw from a course after 5:00 p.m. of the last day of classes. Students granted approval for emergency course withdrawals after the third week of classes will receive the transcript notation of "W." This withdrawal option is not intended as a mechanism for manipulating or enhancing a student's grade point average. Thus, ethically and practically the decision to withdraw should be made at the time the problem occurs, not retroactively.

Application Process

(1) Complete this form; (2) supply a supplemental statement describing the exceptional and extreme circumstances that require you to reduce your course load; (3) attach appropriate, substantiating documentation; and (4) return it to the Academic Advising Office, JRC 3rd. Schedule a meeting with the Dean for Student Academic Support & Advising to discuss your request. We will make every attempt to review your request in a timely manner and notify you whether or not your request has been granted. In the meantime we recommend you continue to attend class.

Date _____ Semester _____

Name _____ Class Year _____

Cell Phone _____

Adviser _____ Adviser Endorsement _____

Course(s) from Which Withdrawal is Requested:

1. Course Number _____ Instructor _____

Course Title _____

2. Course Number _____ Instructor _____

Course Title _____

3. Course Number _____ Instructor _____

Course Title _____

Reason for Withdrawal (brief): _____

This form must be submitted with appropriate, substantiating documentation from a professional (most often a medical or psychological professional).

Documentation from _____

Student Affairs Approval (signature)

Date

Date of Memo to Instructor w/cc to Registrar, Deans, Student, and Faculty Adviser _____