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

05/2012