

Withdrawal Under Extraordinary Circumstance

When an extraordinary circumstance prevents a student from meeting course requirements, the student may request a withdrawal. In this situation, the withdrawal request would be considered only when the circumstances include the most extraordinary of events, such as a serious illness or family death. The withdrawal may be from one or more courses or from the College.

The request for withdrawal under special circumstances requires the student to complete this form and provide detailed documentation about the nature of the serious illness or family death. The form and documentation should be submitted to the Director of Enrollment Services as soon as possible after it is determined that the student can no longer fulfill his/her course requirement(s). Upon reviewing the information, the Director of Enrollment Services will render a decision along with any terms or conditions in a written response. A student dissatisfied with this decision may appeal to the Dean of Students. The appeal must be submitted in writing and the decision of the Dean of Students is final.

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone number: _____ **email:** _____

Semester: (Please circle one) **Fall** **Spring** **Summer** **Year:** _____

List the courses from which you wish to withdraw: _____

Please provide us with a written statement in the space below that explains your reason for appeal. (If you need more space, please attach your written statement to this form.)

Please attach all detailed documentation to this form and return to the Office of Enrollment Services located in Student Affairs. Appeals with documentation can also be mailed to Enrollment Services, 112 College Drive, Wells, ME 04090 or faxed to 207-641-0837.

Student Signature _____ **Date** _____