



YORK COUNTY COMMUNITY COLLEGE

Withdrawal for Extraordinary Circumstance

Please return this form to YCCC Records Office
Email: records@yccc.edu
Telephone and Fax: (207) 216-4402 and (207) 216-4401
Mail: 112 College Drive, Wells, ME 04090

Student Information

Name: _____
Last First M.I.

Phone: _____ Preferred Email: _____

Course Information

Semester for Request Fall Spring Summer Year: _____

List all applicable courses you wish to withdraw from:

Course Code(s) (e.g. ENG 101 01 ON):

Please provide 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.) **Attach all documentation and return as noted at top of page.**

A copy must be sent to **all signatories**, as well as to **Records Office** if grade change granted.

See REVERSE for Process:

For Office use:

- Updated in J1 Notified Business Office Notified Financial Aid

Withdrawal Appeal:

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 completely.

The steps for an appeal are the following:

- ❖ 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 Records** as soon as possible after it is determined that the student can no longer fulfill their course requirements.
- ❖ Upon reviewing the information, the **Director of Records** will render a decision along with any terms or conditions in a written response.
- ❖ A student dissatisfied with this decision may appeal to the **Academic Dean**. The appeal must be submitted in writing and the decision of the **Academic Dean** is final.