



**YORK COUNTY COMMUNITY COLLEGE**

**Withdrawal for Extraordinary Circumstance**

Please return this form to YCCC Records & Registration  
Email: [enrollmentservices@yccc.edu](mailto:enrollmentservices@yccc.edu)  
Fax: (207) 641-0837  
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 to:**

Email: [enrollmentservices@yccc.edu](mailto:enrollmentservices@yccc.edu)  
Fax: (207) 641-0837  
Mail: 112 College Drive, Wells, ME 04090 Attn: Records & Registration

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

**See REVERSE for Process:**

**For Office use:**

- Updated in EX                       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 & Registration** 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 & Registration** 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.