

Bates

Petition for Late Course Withdrawal

Office of Student Support and Community Standards

Students are expected to be aware of deadlines for course withdrawals and to make decisions by the appropriate deadlines regarding their course enrollments. In turn, faculty are responsible for providing feedback to students on an ongoing basis regarding their course grades and progress.

The College recognizes that circumstances beyond the control of the student may occasionally require a student to consider dropping a course or courses beyond the established deadlines or withdrawing to a credit load below the minimum required to be considered a full-time student. In the interest of fairness and equity to all students, the reasons for such withdrawals must be limited in scope. As such, late withdrawals or requests to reduce a course load below the minimum, are only possible in the case of (a) debilitating and documented medical or psychological condition or (b) unanticipated and documented personal emergencies beyond the control of the student. Although faculty and staff may recommend that a student consider withdrawing from a course, it is the responsibility of the student to initiate and complete the process outlined below.

The Office of Student Support and Community Standards and each student's Student Support Advisor are available to assist students with questions about withdrawals, to help navigate this process, and to provide referrals to on-campus resources for additional support.

Obtaining a late course withdrawal:

- If a student wishes to withdraw from a course after the deadline or to withdraw below the minimum course load required because of a debilitating and documented medical condition, the student should discuss their situation with the Manager of Outreach & Support Services or the Director of Counseling & Psychological Services and have them complete the Late Withdrawal Request Form.
- If a student wishes to withdraw from a course after the deadline or to withdraw below the minimum course load required because of an unanticipated and documented personal emergency, the student should discuss their situation with the Associate Dean of Students for Student Support and Community Standards and have the Associate Dean complete the Late Withdrawal Request Form.
- The student must submit the Late Withdrawal Request Form and a petition to the Academic Standing Committee to Donna Sevigny in Lane Hall 102. The form must be submitted no later than the last day of classes (not final exams).
- The Academic Standing Committee reviews all requests for late withdrawals and all requests to withdraw below the minimum credit load required. Following review, the Academic Standing Committee then emails the student as to whether the request was approved or denied.
- Courses approved for withdrawal after the official drop date will receive a grade of W that will remain on their transcript. The student's GPA will not be impacted by this.

Student Information

Please enter your information below.

Last Name

First

Middle

Bates Student ID Number

Academic Year (FR, SO, JR, SR)

Bates College Email Address

Major(s)

For which course are you requesting a withdrawal?

Course Title

Course Catalog Number

First and Last Name of Professor Teaching Course

Reason for Late Withdrawal Request

Please select the reason(s) for the request you are submitting.

- Debilitating and Documented Medical or Psychological Condition

Signature of the Manager of Outreach & Support Services or Director of Counseling and Psychological Services:

_____ Date: _____

- Unanticipated Personal Emergency

Signature of the Associate Dean:

_____ Date: _____

Approval from Associate Dean of Students for Student Support and Community Standards

Signature of Approval from Associate Dean: _____

Date: _____

Submit this completed Late Withdrawal Request Form and the Petition to the Committee on Academic Standing to Donna Sevigny in Lane Hall 102. Reminder: The last day to submit materials is the last day of classes (not finals).