

**Title: Post-Deadline Withdrawal Policy**

<input type="checkbox"/> <b>Initial Action:</b>	<b>10/11/91</b>
<input type="checkbox"/> <b>Board Resolution:</b>	<b>91-093, 11-018</b>
<input type="checkbox"/> <b>Last Revised</b>	<b>11/2010</b>
○ <b>Policy:</b>	<b>11/2010</b>
○ <b>Procedure:</b>	<b>10/2021</b>
<input type="checkbox"/> <b>Last Reviewed:</b>	<b>10/2021</b>
<input type="checkbox"/> <b>Effective:</b>	<b>10/11/91</b>
<input type="checkbox"/> <b>Next Review:</b>	<b>10/2024</b>
<input type="checkbox"/> <b>Responsibility:</b>	<b>Academic Programs</b>

---

**POLICY:**

A post-deadline withdrawal grade, M, is issued only to students who cannot complete the course on schedule because of illness or other extenuating circumstances. The student or next of kin may apply for an M grade if the student has missed the college's official withdrawal date, had been making satisfactory progress before the extenuating circumstances, and has not taken the final exam and/or completed the final course project. For M grade consideration, the student must make the request *no later than* the end of the semester directly following the course in question. No refunds will be granted for an M grade.

**PROCEDURE:**

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed.

1. Students requesting a post-deadline withdrawal must complete the Post- deadline Withdrawal form and provide supporting documentation as listed below:

**Illness**

The student must submit an original dated letter on official letterhead (no photocopies) from a physician stating that the student's medical condition requires the student's withdrawal.

**Death of an Immediate Family Member**

Immediate family members include the following: spouse, significant other, parent, legal guardian, child, sister, or brother. The student must submit the following documentation:

- a. an official death certificate, *or*
- b. a copy of a newspaper obituary notice.

If the relationship is not evident, additional documentation may be required.

**Other Extenuating Circumstances**

Requests for a post-deadline withdrawal based on other extreme situations will be considered on a case-by-case basis.

2. The student will submit the Post-deadline Withdrawal form and supporting documentation to an Academic Advisor for review.
3. The Academic Advisor will submit the Post-deadline Withdrawal form to the course instructor, department chair, department director, or designee in order to review circumstances, verify the last date of attendance, and verify that the student was passing at that time.
4. The course instructor, department chair, department director, or designee will return the form to the Academic Advisor.
5. If the student's request is based on "extenuating circumstances" other than his or her own illness

or the death of a family member, the appropriate parties will meet with the Chief Academic Officer or designee to decide the case.

6. The Academic Advisor will notify the student of the decision.
7. If the M grade has been approved, the Registrar will process the grade change.