

Withdrawal Due to Extenuating Circumstances

Withdrawal Due To Extenuating Circumstances: (Policy)

If a student is unable to complete courses during the current semester due to significant or extenuating circumstances beyond the student's control, the student may be eligible for a full college withdrawal after the withdrawal deadline. Withdrawals of this nature will allow for the removal, or prevent the entry, of failing grades on the student's transcript. Requests for withdrawal due to extenuating circumstances are reviewed and approved by the Withdrawal of Extenuating Circumstances Committee (WECC).

This form can also be used as a petition for a refund if the withdrawal is approved by the committee.

Note: Any withdrawal may affect academic progress and may also have financial aid or other monetary implications. Veterans and International students are strongly encouraged to meet with their program certifying official before withdrawing to fully understand the financial implications of this process.

Withdrawal Due To Extenuating Circumstances: (Procedure):

- This form is for students to use in order to withdraw after the official withdrawal deadline. You must have an official extenuating circumstance, such as medical illness. **Failing a course is not considered an official extenuating circumstance.**
- Requests for withdrawal due to extenuating circumstances must be **submitted to the WECC no later than 90 calendar days from the last day of the semester** for which the withdrawal is desired, using the Withdrawal Due to Extenuating Circumstances Form.
- The student must provide a written request with the withdrawal that details the extenuating circumstance and how those circumstances prevented withdrawal during the timeframe indicated in the academic semester calendar.
- The student must provide documentation and or evidence that justifies or supports your written request. For example: a letter from a healthcare provider or other official documentation.
- The request must be made by the student. If the student cannot contact the college due to a medical issue or incapacitation, a family member can request the withdrawal on his/her behalf with supporting documentation.
- All withdrawal requests with insufficient information/documentation will not be considered.
- If the student is also petitioning for a refund, please check the box below and the WECC will refer it to the Student Accounts Appeal Committee with permission.
- All forms submitted may take a minimum of 10 days to review. Once the form is reviewed, a determination will be sent to the student's MCC email.

WECC may make changes or exceptions to this policy as needed.

Withdrawal Due to Extenuating Circumstances

For use after the official withdrawal deadline

This form is for student to us in order to withdraw after the official withdrawal deadline. You must have an official extenuating circumstance, such as medical illness. **Failing a course is not considered an official extenuating circumstance.** Forms must be submitted through the student's portal via E-Form Cental. Alternate forms available upon request; please email: Studentsupport@middlesex.mass.edu (mailto:Studentsupport@middlesex.mass.edu).

Last Name

First Name

Student ID

Phone Number

Academic Year

Term

Fall

Wintersession

Spring

Summer

Course(s) To Withdraw

Course #

Course Title

Add Course

Remove Course

Indicate reason for withdrawal:

I give permission to share this information with the Student Accounts Appeal committee to review for consideration of a refund.

Student Signature

Date

By signing the student acknowledges that the student is responsible for any outstanding financial obligation; that the grade of W will be recorded and will not count in the GPA; and the withdrawal may affect academic progress and have financial aid or other monetary implications.