

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 Dean of Students or designee.

A petition for a refund of tuition and fees can also be submitted for review and consideration by the Student Accounts Appeal 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):

- Requests for withdrawal due to extenuating circumstances must be submitted to the Dean of Students' office 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 initiate contact with the Dean of Students or designee to discuss the extenuating circumstances and provide the written request for the withdrawal including all supporting 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.
- If the student is also petitioning for a refund, the Dean of Students or designee will refer it to the Student Accounts Appeal Committee with permission from the student.

Withdrawal Due To Extenuating Circumstances
For use after the official withdrawal deadline

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.

- The form must be submitted to the Dean of Students' office no later than 90 calendar days from the last day of the semester for which the withdrawal is desired.
- The student must initiate contact with the Dean of Students or designee to discuss the extenuating circumstances and provide a written request for the withdrawal including all supporting 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.
- If the student is also petitioning for a refund, permission for the Dean of Students or designee to refer it to the Student Accounts Appeal Committee can be granted by checking the box below on the form.

Return completed and signed form with supporting documentation to the Dean of Students' office:
Bedford: Enrollment Center, Building 9, Room 202; **Lowell:** Cowan Center 5th Floor; **Fax:** 781-275-7126; or
Email: Deanofstudents@middlesex.mass.edu

Last Name: _____ First Name: _____
Student ID# _____ Phone Number: _____
Year: _____ Term: Fall Wintersession Spring Summer

Course #	Course Title:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 obligations; 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.