



Petition for Exception to Casper College Policy
Enrollment Services

FOR OFFICE USE ONLY
Date Received:
Revised 11/2018

Name
Mailing Address Student ID Number or Social Security Number
City State Zip
Home Phone Work/Cell Phone
Email

Specify the college policy to which you are requesting an exception by checking the appropriate number.

- 1. Late withdrawal
2. Exception to the refund/payment policy
3. Modification of graduation requirements
4. Other (briefly explain)

Specify semester/year for which you are requesting an exception to a college policy.

SEMESTER (specify year): FALL/20 SPRING/20 SUMMER/20

Did you receive/are you receiving financial aid for the semester in which you are petitioning? Yes / No

(If yes, read the information on the back of this form regarding your financial aid)

Did you participate, at all, in the class(es) for which you are petitioning? Yes No

If NO, you must obtain official verification of non-attendance by having the instructor initial the withdraw form and return completed withdraw form to the Enrollment Services Office for your petition to be approved.

Guidelines for processing petitions:

- Please review all the policy information on the back of this form and follow the directions below completely.
Petitions improperly filled out, illegible or submitted without appropriate supporting documentation will be returned.
In reviewing requests for policy exceptions, college officials will consider all relevant factors such as student's academic history and status.
Petitions for a late withdrawal and exception to the refund policy are only considered for exceptional circumstances (those which are both unforeseen and beyond your control).
Exceptions to the refund policy will not be considered for accounts that have entered full collection status.

Directions:

- Please attach a separate letter of explanation for your petition request.
Attach all necessary documentation supporting your explanation and request (see back of this form for examples).
Return petition along with your letter and supporting documentation to: Casper College; Enrollment Services Office, 3rd floor Gateway Building; 125 College Drive; Casper, WY 82601.

Student Signature Date

For Office Use Only:

Approved Denied Signature Date

Comments:

Documentation for Late Withdrawal (without instructor permission) and Exception to the Refund Policy petitions: The Casper College policy for dropping a class or withdrawing from the college is published in detail in the college catalog and each semester's class schedule. These documents explain withdrawal dates, refunds and procedures for course changes. For consideration of your petition, you **must** provide sufficient supporting documentation of your inability to officially drop classes before the end of the refund period or semester for which you are seeking an exception. Examples of supporting documentation include:

dated legal documents	letters from a landlord, medical professional,
obituaries/funeral programs	instructor, lawyer, etc.
dated medical documents	

For example, documentation for a medical withdrawal must be in the form of a letter or note from a medical professional who can verify your illness, injury, etc. inhibited or prevented you from completing your course requirements or withdrawing from the college by the posted deadlines.

If you are petitioning for a late withdrawal after the institutional “Withdraw Deadline” or after the class has already been graded, you must receive the instructor’s permission to withdraw from class. The instructor should initial the withdraw form (next to his/her class on the change form) before you return it to the Enrollment Services Office. If you are a distance education student, you may ask the instructor to email the approval for late withdrawal to lnichols@caspercollege.edu.

Deadline to submit a completed petition for late withdrawal or exception to the refund/payment policy:

- o For fall semester classes: by February 1 of the following spring semester
- o For spring semester classes: by July 1 of the following summer semester
- o For summer semester classes: by October 1 of the following fall semester

For students receiving financial assistance and petitioning a Late Withdraw or Exception to the Refund Policy:

Dropping courses or withdrawing from college may affect current and future financial aid awards and could result in repayment of financial aid received. It can also affect your eligibility to retain insurance coverage. If you are receiving financial aid, talk to an Enrollment Services Specialist to determine how your current and/or future aid may be affected before submitting this petition

For official Casper College policies regarding registration, withdrawal and payment, *please refer to the Casper College catalog.*

This is a serious process and you are encouraged to spend an appropriate amount of time reviewing and writing your request. Please contact the Enrollment Services Office at 307-268-2323 if you have any questions.