



ACADEMIC SERVICES/REGISTRAR

E: registrar@wwvc.edu P:304-473-8046

Petition for Late Course Withdrawal

Students wishing to withdraw from a course(s) after the official college withdrawal date published on the academic calendar must submit this petition for late course withdrawal form. Students wishing to withdraw should consider the impact (academically and financially) that course withdrawal may have on academic standing as well as financial aid.

Required for Petition:

- Completed Late Course Withdrawal form
Typed statement from the petitioner outlining the circumstances which prevented withdrawal from the course(s) before the official college deadline. Poor academic performance in a course(s) is NOT grounds for late withdrawal.
Supplemental documentation of extenuating circumstances must be included (e.g. medical documentation, legal documentation, death notice, etc.)
Statement from instructor of the course is required. Instructor(s) must provide information regarding the student's current course grade and/or course progress.
Advisor statement (optional)

Student ID# Name Program of Study
Email

Semester/Year of Requested Course Withdrawal [ ] Fall 20 [ ] Spring 20 [ ] Summer 20

Dept/Section # (e.g., ENGL-101-02) for which late withdrawal is being requested:

With my signature, I hereby authorize the College to review any pertinent records. I also affirm to the best of my knowledge, the information provided on this form and the information attached accurately reflects the facts involved in this case.

Student Signature Date

Completed petitions must be submitted to the Registrar's Office or submitted online to registrar@wwvc.edu. Petitions will be reviewed for accuracy and completion and incomplete petitions will be returned to the student. Complete and accurate petitions will be forwarded to the Academic Affairs Office. If approved, the Registrar will assign a grade of "W" to the course. Students are still responsible for any associated course fee.

Deadline for submitting requests for late course withdrawal is the last day of classes for the term.