

Special Withdrawal Petition



OWENS
COMMUNITY COLLEGE

A student may submit a petition for special withdrawal when extraordinary circumstances occur on or after the last day to withdrawal from a course. Requests will be considered as long as the circumstances of the withdrawal were non-recurring, catastrophic, or life threatening in nature, and beyond your control. Examples of acceptable events include, but are not limited to: college error, changes in work schedule, death of an immediate family member, family care, jury duty, unexpected medical situations, and unexpected military duty. No more than two approved petitions in a 24 month period will be considered for a student.

Deadline: Submission no later than the last day of the term following the semester in which the course(s) being petitioned concluded.

Grades: If your petition is approved, any grade change(s) will result in the issuance of a grade of "WD."

Notification: You will be notified by email to your Omail account when a decision is made.

A note to financial aid recipients: You are strongly encouraged to consult with an Oserve Advocate before completing this request, as a successful petition could cause financial aid to be repaid.

OCID:

Printed Name:

Phone Number:

Semester of Petition: Fall Spring Summer Year:

COURSE INFORMATION

Subject Code & Course Number

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Please attach a signed statement addressed to the Withdrawal Committee detailing the circumstances of the request and why consideration should be given, along with documentation supporting the circumstances.

Will you be requesting an appeal of tuition/fees? YES NO

If yes, you will receive a form to complete only if your Special Withdrawal Petition is approved.

Please submit completed petitions to the Student Service Center or by email, standard mail, or fax to the Records Office.

Email: special_withdrawal@owens.edu

Student Service Center
Phone (567) 661-2387
Fax (567) 661-7414
Toledo location: Student Service Center, College Hall
Findlay location: EC 112

Statement of Acknowledgement: I hereby certify that the information provided is correct and true to the best of my knowledge. I understand that submitting fraudulent information or failure to follow specified instructions may interfere with my request and may subject me to federal and/or state penalties. I further understand that any misrepresentation of information may subject me to administrative action in accordance to the Student Code of Conduct. I hereby authorize the Records Office or appointed representative reviewing my petition access to all documentation pertaining to my request. Should my request be approved, I understand that I am responsible for any adjustments to financial aid, scholarships, loans, etc.

Student Signature: _____ Date: _____