



Request for a Late Withdrawal and/or Tuition Appeal

The Lake Superior State University Add/Drop and Withdrawal Policy provides students the opportunity to drop individual classes or to withdraw from all classes during the first half of the semester. The Important Dates Calendars are available online at: http://www.lssu.edu/scheduling/important_dates.php. In the event the deadline is missed, students may submit a request for a Late Withdrawal/Tuition appeal due to extenuating circumstances. Examples include personal health reasons, legal issues, family medical/legal issues, and documented issues of errors by university personnel. Examples of situations not considered extenuating circumstances include, but are not limited to: student dislikes course, teaching method or professor, student considers course too difficult, student has taken on more academic or other obligations than the student can handle, change in major so course no longer needed, financial constraints, any situations of resolved or unresolved academic integrity charges.

A statement from you and documentation verifying the extenuating circumstances must accompany your appeal request. If circumstances cannot be documented, requests cannot be approved.

The decision to grant the late withdrawal/tuition appeal will be made by the Late Withdrawal Appeal Committee. Appeals are reviewed in the order received and results may take from two to four weeks. The need for additional documents may delay this timeframe. All decisions by the committee are final and not subject to appeal.

Statement:

Your statement should explain why you have filed this request. It should describe the circumstances that occurred in the semester being appealed. Please include approximate dates in your statement. You must clearly explain what type of extenuating circumstances prevented you from completing course work, attending the course(s), or dropping/withdrawing by the deadline.

Documentation:

Verifiable documentation must accompany each appeal request. It must come from a source other than you or a family member and must serve to confirm or verify the circumstances you have described in your statement. Documentation usually comes in the form of professional letters (signed and on letterhead) from a doctor, attorney, therapist, work supervisor, clergy, or LSSU faculty/staff.

Except for documented and exceptional circumstances, late withdrawals/tuition appeals will not be accepted more than one year after the end of the term for which the late withdrawal/tuition appeal was documented. All petitions filed after the one-year deadline must be granted an exception prior to consideration by the Late Withdrawal Committee.

If you are a financial aid recipient and withdraw from some or all of your classes, the outcomes may include loss of future financial aid eligibility, reduced aid awarded for the semester, or required return of refunded aid. Communication with the Financial Aid Office is strongly recommended.

Student Responsibility:

Be aware of possible implications of withdrawals/tuition appeals on academic standing, financial aid, housing, on-campus employment, F-1 Visa Status (I-20), and other university services.

If your request is for the current semester, you should continue attending class until a decision has been made. If you discontinue attending class and your request is denied, you may risk negative grade consequences and the removal of unearned financial aid.

Financial aid recipients are required to be in attendance through 60% of the semester to earn their aid for the period. If it is determined that you were not in attendance through the 60% point, your aid will be subject to the Federal Title IV Return requirements and you could owe the University and/or the federal government money.

You are responsible for all charges assessed on your student account while your appeal is pending. Filing an appeal does not relieve your current financial obligation to LSSU. Late fees will accrue on outstanding balances.

An approved late withdrawal request will result in a “W” grade and will not result in removal of any financial charges.

An approved tuition appeal will result in the removal/reduction of fees owed from the financial record. Course(s) may remain on your record with the appropriate grade or a “W” grade.

Instructions:

1. Complete the Late Withdrawal/Tuition Appeal Form. **If appealing for more than one semester, a separate form is required for each semester.**
2. Submit a typed statement explaining the extenuating circumstances.
3. Submit documentation verifying the extenuating circumstances.
4. Appeal Form and all documentation should be submitted together to:

Registrar's Office
Lake Superior State University
650 W Easterday Avenue
Sault Ste. Marie, MI 49783
nneve@lssu.edu
906.635.6202 - FAX

5. Results of the appeal will be sent to you via your LSSU email address.

**Lake Superior State University
Request for Late Withdrawal/Tuition Appeal**

Instructions: Read the Request for a Late Withdrawal and/or Tuition Appeal information in its entirety before submitting request form. Write a statement explaining why you are filing the request. Provide documentation that corroborates your statement. ***All documents become the property of LSSU and will not be returned or copied after submission. You should make copies for your personal use before submission. Responses are usually sent within 2 to 4 weeks of submission. The need for additional documents may delay this timeframe.***

Name: _____ ID: _____
(Please Print) Last First

LSSU Email Address: _____ Daytime Phone: (_____) _____

Semester of Request: Fall Spring Summer Year:

I am making this appeal for a: Withdrawal – Request “W” Grade(s) Tuition Appeal

List Course(s) being appealed:

Subject/Course Number	Title	Instructor	Last Day of Attendance

- I understand that if my courses are currently meeting, I am responsible for attendance, coursework, and billing.
 - I understand that the approval of a late withdrawal will not result in any refund.
 - I understand that no personal interviews will be granted.
 - I understand that filing a late withdrawal request/tuition appeal may negatively impact other campus services. It is my responsibility to check with on-campus departments to determine the impact, if any, of an approved request. These offices include, but are not limited to: housing, campus employment, F-1 Visa Status (I-20) Registrar's Office, Financial Aid Office, Academic Advisor.
 - I understand that falsification of any information on this form or documentation will be considered a violation of the student conduct code and appropriate measures will be taken.

Student Signature: _____ **Date:** _____

Return completed request (form, statement, documentation) to Registrar's Office (Fletcher Center for Student Services).

Office Use Only:
Instructor Approval: _____ Withdrawal: Approved Denied Tuition Appeal: Approved Denied

Authorized Signature: _____ Date: _____ Academic Record changed: _____