

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. In the event the deadline is missed and you feel you have extenuating circumstances, you may submit a request for a Late Withdrawal/Tuition appeal.

The decision to grant the late withdrawal/tuition appeal will be made by the Late Withdrawal Appeal Committee. All decisions by the committee are final and not subject to appeal. You will be notified via your LSSU email address of the final decision.

Instructions:

To be considered for a late withdrawal or tuition appeal, the following must be completed. **All documentation MUST be submitted in one packet.**

- **Request for Late Withdrawal/Tuition Appeal form:** Complete and sign form. Typed in signatures will not be accepted. If appealing for more than one semester, a completed, signed form/packet is required for each semester.
- **Statement:** Your statement should explain why you have filed this request. 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. Please provide sufficient detail to support your appeal. Examples of extenuating circumstances include personal health reasons, legal issues, family medical/legal issues, and/or 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.

- **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. Please provide sufficient detail to support your appeal.

One Year Deadline: Late withdrawals/tuition appeals will **not** be accepted more than one year after the end of the term for which the appeal was documented. All petitions filed after the one-year deadline must be granted an exception by the committee prior to consideration of the appeal.

Please Note: 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.

Appeal Form and all documentation **MUST** be submitted as one packet. Appeal packet can be scanned/ emailed to: kkelsey@lssu.edu or mailed/dropped off to: Registrar’s Office, Lake Superior State University, 650 W Easterday Avenue, Sault Ste. Marie, MI 49783.

**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 appeal packet. Form and documentation must be submitted as one packet. *All documents become the property of LSSU and will not be returned or copied after submission.* Responses will be emailed to your LSSU email account and are usually sent within 4 to 6 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: _____

(Appeal must be requested within One year from the end of the term indicated)

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

Request is for All Courses _____ or Individual _____ Course.

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). **Appeal Form and all documentation MUST be submitted as one packet.**

Office Use Only:

Instructor Approval: _____ Withdrawal: Approved Denied Tuition Appeal: Approved Denied

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