



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

POLICY TITLE: Appeals of the Withdrawal Policy

OVERVIEW: Students can appeal the department chair's decision not to allow a withdrawal from a course.

OFFICE/DEPARTMENT RESPONSIBLE: Vice Provost for Academic Affairs; School Deans

DATE UPDATED: August 2008

Appeals of the Withdrawal Policy

If the department chairperson denies the student's request for withdrawal, the chairperson will state the reason(s) for the denial on the withdrawal form. The student may then address the reason(s) for the denial (also in writing) and submit the request for withdrawal as an appeal to the dean of the school. The dean will make a decision based on the written materials submitted, but could also request additional information from either the student and/or chairperson. Appeals must reach the dean's office before the withdrawal deadline for the semester. Even with extenuating circumstances, there is a time limit of one calendar year from the end of the semester in which the student was registered in a course after which appeals of the withdrawal policy are not accepted.