

## **APPEALING THE WITHDRAWAL PROCEDURE**

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Students requesting to appeal the withdrawal (drop without refund) procedure at Arapahoe Community College should do the following:

1. Submit a letter for each appeal to be considered to the Academic Standards Committee. This letter will represent your opinion or position(s) regarding your exact reason for why you missed the late withdrawal date. Carefully review your request for accuracy and content prior to submission.
2. You **MUST** include your Student ID# (this number starts with an "S"), your full address and phone number, as well as a copy of your schedule or unofficial transcript.
3. Obtain and provide copies of relevant documentation of any extenuating circumstances that you think should be considered in your appeal. Supporting documentation (e.g. medical records, professional letters, or death certificate) must be attached with your letter. If you dropped your classes before the drop date, you **MUST** also include a copy of the print out showing that you dropped your classes.
4. Submit your appeal to:  
Linda Mueller, Instructional Project Manager  
Arapahoe Community College  
P.O. Box 9002, Campus Box 13  
Littleton, CO 80160 -9002  
OR  
Bring all documentation to Room A2000 (Annex Office) and drop off at the receptionist desk.

The Academic Standards Committee may not convene during the summer semester. Should that be the case, all petitions will be tabled until the fall semester.

5. You will be notified in writing of the committee's decision regarding your appeal.