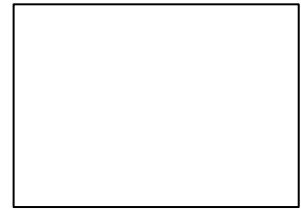




PRINCE WILLIAM SOUND COLLEGE
UNIVERSITY of ALASKA ANCHORAGE.

PO Box 97 • Valdez, AK 99686 • Phone (907) 834-1632 • Fax (907) 834-1635



For Official Use Only

Request for Late Add or Retroactive Withdrawal

It is your responsibility to ensure the accuracy of your class schedule each term and comply with all university regulations and deadlines. Being unaware of university procedures and deadlines or modification of the record for the sake of appearance does not constitute justification for exception to policy. The university is obligated to ensure the integrity of the transcript as an historical document. Therefore, the transcript must reflect the actual history of the student's experience at the university.

Directions: Complete this form including course information, written explanation summarizing rationale for exception, and provide supporting documents. Completed form should be submitted to the Registrar's Office.

Name _____ UA Student ID _____
LAST FIRST MI

Phone _____ Email _____

Check if you want this email to be your preferred email address for communicating with PWSC.

- Requests must be complete prior to submitting. Decisions will be based solely on written documentation submitted (see page 2). Incomplete requests may be returned and not considered.
- Requests are granted rarely and only when extenuating circumstances are documented.
- Requests are reviewed within one week of receipt. Notification will be made to your preferred email account.
- Deadline to submit a Request for Late Add or Retroactive Withdrawal is one academic year following the semester in which the course was offered.

What is your request?

Late Withdrawal. Last day you attended the course(s) _____

Late Add. Last day you attended the course(s) _____
(Must include completed add/drop form with current faculty signature.)

Course(s) Involved _____

Semester/Year of courses listed above _____

Student signature: _____ Date: _____

Attach a detailed explanation of what extenuating circumstances prevented you from adding or withdrawing from course(s) by published registration deadlines. Documentation is required, see page 2 for additional instructions.

Request for Late Add or Retroactive Withdrawal

*** Instructions and Overview ***

Requests are to be submitted to:

Mailing Address: Prince William Sound College

Or 303 Lowe Street
Valdez, AK 99686

Office of the Registrar
P.O. Box 97
Valdez, AK 99686

Scan and Email to:
smstites@pws.alaska.edu

The information below is intended to provide a description of the process and reasons that may support a request. Exceptions are not automatic and will be granted on case-by-case basis in light of circumstances and documentation.

Students are required to provide supporting documentation with this request to substantiate the reasons for being unable to meet published deadlines or adhere to current policies. Requests without documentation may be returned and not considered.

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a Request for Late Add or Withdrawal is no later than one academic year following the semester in which the course was offered. (Note: *Requests that are not received within this timeframe will not be considered.*)
3. Requests for refunds must be applied for separately through Petition for Refund of Tuition and or Late Fees.
4. Decisions will be made solely on supporting documentation provided. In all cases a personal statement from the student is required summarizing the situation and explaining the need for an exception.
- 5.

Reason for Request	Minimum Supporting Documentation Required
Advising error	Academic advisor's written confirmation and explanation of advising error.
Crisis situation	Letter on letterhead from legal, medical, or other relevant professional. Police report, court order, visa, airline ticket, or other relevant documents.
Death of <i>immediate family member</i> *	Dated copy of death certificate published obituary, or memorial folder. (If student's last name differs, documentation required that establishes immediate family relationship to the deceased).
Financial difficulties	Documentation of university error directly causing the financial problem. <u>Please note:</u> Financial exceptions are rarely approved, unless there are special circumstances; students are responsible for managing personal finances.
Instructional difficulties	<u>Supporting information and recommendation by department chair or dean</u>
Job conflict	Employer's letter on letterhead confirming date and necessity of job changes. <u>Please note:</u> Voluntary work schedule changes or commitments made by the student are rarely approved unless exceptional circumstances can be documented. Students are responsible for management of personal scheduling that may impact educational commitments.
Medical condition (student or <i>immediate family member</i> * only)	Doctor's letter on letterhead verifying nature of condition and dates of treatment.
Military duty	Copy of official order to report for active duty.
Other reason	Written documentation from relevant officials or entities on company letterhead or similar.
Registration problems	Relevant supporting documentation, e.g. email or other correspondence with university personnel about registration intentions or difficulties.

* Please note: *Immediate family* is defined as father, mother, brother, sister, husband, wife, domestic partner, son or daughter.

6. A request will only be approved if the requester can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose or came to light after published deadlines. Work-related issues, financial hardship, and failure to read PWSC's documents generally do not present justifiable reasons to support an exception request.
7. Reconsideration of an adverse decision must be in writing, provide additional documentation not presented in original request and be received within 10 working days of the day the decision is mailed or otherwise distributed to the student. Reconsiderations of decisions are at the discretion of the Campus Director and should be routed as described in the notification letter. All other reconsideration requests may be emailed, delivered in person or mailed to:

Shannon Stites, Registrar
Po Box 97, Valdez, AK 99686
smstites@pws.alaska.edu

- o Reconsiderations will be reviewed within 5 business days of receipt.
- o Notification will be to the preferred email accounts.
- o The decision is the final decision for the University.