

## Late Withdraw Request

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Student ID# \_\_\_\_\_ Street Address \_\_\_\_\_

**Instructions:**

A student may withdraw from any or all courses and receive a grade of "W" after the official withdrawal date ONLY if emergency or extenuating circumstances exist.

To request a "W" after the final withdrawal date, the student must:

1. Complete this Late Withdraw Request
2. Complete a Registration Add/Drop form, available online or in Student Affairs
3. Obtain the recommendation & signature of the instructor (*please use one form per course*)
4. Submit both forms to the Academic Dean
  - a. A copy of the decision of the Academic Dean will be provided to the student and the instructor.
  - b. This form and the Registration Add/Drop form will go to the Office of Student Affairs.

Course Information:

\_\_\_\_\_  
 Department      Number      Section      Term      Class Title

Briefly list the emergency or extenuating circumstances, which resulted in your request to drop the course listed on the attached Registration Add/Drop form and shown above.

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Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Instructor's Section**

\_\_\_\_\_      \_\_\_\_\_       Withdraw Recommended       Withdraw Not Recommended  
 LDA      Grade on LDA

Instructor's Comments & Recommendation \_\_\_\_\_

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Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Dean's Section**

Approved       Not Approved

Dean's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Registrar's Office Use**

CRI:RCLWTDR      Processed by \_\_\_\_\_  
 Student File      cc: Instructor, Dean      Date \_\_\_\_\_