



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. You may attach supporting documentation.

Student's Signature: _____ Date _____

Instructor's Section

_____ LDA _____ Grade on LDA
 Withdraw Recommended
 Withdraw Not Recommended

Instructor's Comments & Recommendation _____

Instructor's Signature: _____ Date _____

Dean's Section

Dean's Comments & Recommendation _____

Approved Not Approved

Dean's Signature: _____ Date _____

Registrar's Office Use

CRI:RCLTWTD Processed by _____
 Student File cc: Instructor, Dean Date _____