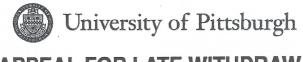
A student may withdraw from a course after the end of the add/drop period and prior to the end of the ninth week of the term (fourth week of the session) by completing the Monitored Withdrawal Request and submitting it to the appropriate dean's office before the end of the Withdrawal period. Thereafter, a student may withdraw from individual classes only in extraordinary



## APPEAL FOR LATE WITHDRAWAL

People Soft # Student Level Year  Undergraduate 01 Fall Spring Summer Summer
Student Name (Last, First M.I.)
CRN Subject Course Number Primary Academic Center in which student is enrolled
Course Title Academic Center offering the course
I affirm my decision to withdraw from the above course, and to accept the grade "W." I understand that there will be no tuition adjustment for withdrawing from this course.
Student's Signature Date
Student: Using a separate sheet of paper, explain the extraordinary circumstances which warrant consideration of withdrawal beyond the deadline. Provide relevant documentation such as certification from doctor or hospital receipts.
nstructor: Please indicate date last attended by this student and how the student was performing academically. Also, please provide any additional information concerning this student's appeal for a late withdrawal from your course. You will be notified about the Dean's decision.
Date of last attendance Grade earned to date
Comments:
Instructor's Signature Date
Dean: Approved Not Approved
Dean's Signature Date

Return to Kellie Beach, SHRS Registar For Dean to Review.