Late Drop/Withdraw Request Form

School of Graduate & Professional Studies

To be completed by student. Once complete turn into your advisor who will submit to the committee.

Date__________________________________________

Name__________________________________________ ID #__________________________________________

Major__________________________________________ Advisor__________________________________________

Term__________________________________________ Course__________________________________________

Catalog Policy “Grades Upon Withdrawal from a Course: If a student withdraws from a course prior to census day (second Monday of the term), the course will not appear on the students’ transcript. If the student withdraws after census day and prior to the fourth class meeting, the transcript will indicate “W” (withdrawal) for that course. If the student withdraws after the fourth class meeting, the transcript will indicate “F” (failed) for that course.”

Reason for request__________________________________________

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You are strongly encouraged to attach any additional documentation to help the committee make a decision, example: doctor’s note, copy of changed work schedule, etc. The committee meets weekly on Wednesdays. Notification of decision will be emailed shortly afterwards.

Office Use:

Student have FA? Y N Student have VA? Y N Advisor Signature:__________________________________________

Outstanding balance? Y N If yes, amount______________________________ Advisor comments:______________________________

Previous Requests? Y N If yes, date______________________________

Amount of W’s on transcript?__________________________________________