Late Drop/Withdraw Request Form
College of 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? ________________  __________________________