



APPEAL TO WITHDRAW FROM A COURSE AFTER THE UNIVERSITY DEADLINE FORM

Last name _____ First _____ M.I. _____
 ID # _____ E-mail _____
 Address or MSC Box _____ Phone or extension _____
 City, State, Zip: _____ Semester/Year late WITHDRAW appeal _____

Late WITHDRAWAL Appeal Process

A. Identify the course you are requesting to withdraw from:

CRN # _____ Subject _____ Course # _____ Section _____ Credits _____
 Course Title _____ Professor _____

B. On a separate typed page, please address the following issues:

- Issue #1: Identify reasons for this appeal to withdraw from a course after the deadline.
- Issue #2: Indicate when you last attended the course.
- Issue #3: Identify and explain any previous late withdrawals you have made in prior semesters.

C. Signatures required

1. Sign your name to your attached page and record the date.
2. Obtain the signature of your advisor regarding this appeal.

Advisor's Signature: _____ Date _____/_____/_____

3. Obtain the signature of the professor approving this late course withdraw.

Professors' Signature: _____ Date _____/_____/_____

Physical Ed Dept Chair: _____ (Signature only required if withdrawing EDPE activity course.)

D. Submit your appeal documentation to the Dean of the school offering the course for which you are seeking the late appeal. The Dean's Office will forward your late withdraw appeal to the Registrar's Office.

Dean's Decision: Accept Deny

Dean's Signature: _____ Date _____/_____/_____

NO TUITION ADJUSTMENT IS ALLOWED.

A \$50.00 late fee will be assessed for each course withdrawn after the deadline.

Registrar's Use Only	
Date Processed: _____	Fee Assessment Decision/Initials: _____