



Office of the Registrar
APPEAL TO WITHDRAW A COURSE AFTER THE UNIVERSITY DEADLINE

STUDENT INFORMATION

Name: _____ GU ID#: _____
Last First M.I.

Email: _____ Phone #: _____ Home Cell

Address or MSC Box: _____

City, State, Zip: _____

Have you applied to graduate? Yes No If yes, which term (*term/year*): _____ Semester/Year of appeal: _____

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 course withdrawals you have made in prior semesters.

*Sign and date the attached page.

*Submit this form and any additional supporting documentation to the Registrar's Office.

***No Tuition Adjustment Is Allowed**

***A \$50.00 late fee will be assessed to your student account.**

UNIVERSITY OFFICIALS APPROVALS

C. Signatures required

Advisor's Signature: _____ Date: _____

Professor's Signature: _____ Date: _____

EDPE Dept Chair Signature: _____ Date: _____
required only if withdrawing from EDPE activity course

D. Dean of the school offering the course for the late appeal.

Dean's Decision - Accept Deny

Dean's Signature: _____ Date: _____

Dean's Office will forward the late appeal to the Registrar's Office.

<i>Registrar's Office Use Only</i>	Processed by: _____ Fee Assessment Decision: _____ Date: _____
--	--

Registrar's Office Notes: _____