Documented Late Course Withdrawal
Use in fall/spring semesters; end of ninth week of instruction through last day of classes

Course Withdrawal Policy — after the end of the ninth week:
After the end of the last class day of the ninth week in either the fall semester or the spring semester through the last day of classes/instruction for the respective semester, if a student believes that the student’s circumstances are extraordinary (poor performance in a course is NOT an extraordinary circumstance), a student may petition for late withdrawal from a course for documented extenuating circumstances beyond the student’s control which occurred after the end of the last class day of the ninth week in either the fall semester or the spring semester through the last day of classes/instruction for the respective semester.

Examples include: change of employment hours, major illness or death in immediate family, student’s own major illness, the onset of which occurred after the last class day of the ninth week in either fall semester or spring semester.

The instructor of the course must indicate approval or disapproval of the late course withdrawal by signing the Documented Late Course Withdrawal Form.

Additionally, the documentation (a health care provider’s verification of student illness [physical or psychological] or of major illness of immediate family member; copy of obituary, listing relationship of deceased to student, letter from student’s employer) of the alleged extenuating circumstances must be received by the dean of the school or college of the student’s major at the time of submission of form.

The appropriate dean has final authority to approve or disapprove documented late course withdrawal(s).

Appropriate fee(s) will be assessed.

A grade of WP will be assigned by the instructor if the student is passing the course at the time of filing of the forms; a grade of WF will be assigned by the instructor if the student is failing the course at the time of filing of the forms; a grade of WN will be assigned by the instructor if no grade has been established at the time of filing of the forms. These grades are NOT used to calculate a GPA, but the hours are counted as hours for which the student was enrolled that semester.

By signing — student acknowledges that there will be a fee assessed; that the grade will NOT count in GPA but hours will count as hours for which the student was enrolled this semester; and that the withdrawal may affect Financial Aid. Failure to pay this bill may result in holds.

#1. Required to be completed by the Instructor:

DATE OF LAST CLASS ATTENDANCE: _____/_____/_____

☐ CURRENT GRADE IS D- OR BETTER (WP) AKA - DL
☐ CURRENT GRADE IS E, FAILING (WF) AKA - DF
☐ NO GRADE ESTABLISHED AT TIME OF FILING OF FORMS (WN) AKA - DN

INSTRUCTOR’S NAME, PLEASE PRINT

INSTRUCTOR’S SIGNATURE

☐ APPROVE ☐ DISAPPROVE

#2. To be completed by the Deans’ Office of your major:

DATE DOCUMENTATION WAS RECEIVED: _____/_____/_____

☐ APPROVED ☐ DENIED

DEAN’S OFFICE SIGNATURE

EXPLANATION, documentation required:

☐ STUDENT ILLNESS ☐ FAMILY ILLNESS
☐ DEATH IN IMMEDIATE FAMILY ☐ CHANGE IN WORK HOURS

#3. To be completed by the Registrar’s Office (301 Culkin Hall):

SIGNATURE

FEE CHARGED ☐ YES ☐ NO REASON

DATE