

Student's Last Name _____ First Name _____ M.I. _____

Student ID# _____ D.O.B. _____ Street Address _____

Instructions: A student may request to withdraw from any or all courses and receive a grade of "W" after the official withdrawal date ONLY if **emergency** or **extenuating circumstances** exist. The request **must** be submitted by the end of the term for which the course was taken.

To request a "W" after the final withdrawal date, the student must:

1. Complete this Late Withdraw Request (*Please use one form per course*)
2. Obtain the recommendation & signature of the instructor if available
3. Submit forms to the Academic Dean
 - a. A copy of the decision of the Academic Dean will be provided to the student and the instructor.
 - b. This form will go to the Office of Registration and Records.

Course Information: _____
 Department Number Section Term Class Title

Briefly list the **emergency or extenuating circumstances**, which resulted in your request to drop the course shown above. You may attach supporting documentation.

Student's Signature: _____ Date _____

Instructor's Section (if available)			
_____ LDA	_____ Grade on LDA	<input type="checkbox"/> Withdrawal Recommended	<input type="checkbox"/> Withdrawal Not Recommended
Instructor's Comments & Recommendation _____			
Instructor's Signature: _____		Date _____	

Dean's Section	
Dean's Comments & Recommendation _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dean's Signature: _____	Date _____

Registrar's Office Use	
<input type="checkbox"/> CRI:R-WITH <input type="checkbox"/> PCEX:RD12AOWD-approved <input type="checkbox"/> Student File cc: Instructor, Dean	Processed by _____ <input type="checkbox"/> PCEX:RD12WADN-no approved Date _____