



GRADUATE STUDENT
APPEAL FOR LATE WITHDRAWAL WITHOUT ACADEMIC PENALTY

Please complete student information section below and attach the following:

- Letter stating special circumstances leading to late withdrawal. This is a formal request in writing. Include your name, UIN, relevant course information and a description of the extenuating circumstances that prevented you from withdrawing by the designated deadline.
Supporting documentation (i.e. Letters of recommendation or documentation from physician, employer, email communication, etc.)

Please Note:

Students receiving Financial Aid should notify Financial Aid Office of changes to registration. Student Athletes should notify athletic advisor of changes to registration.

Form with fields for Semester, CRN, Course Number, Professor, Student Identification Number (UIN), Name, Telephone, Email, Student's Signature, and Date.

To be completed by professor:

Form for professor completion including fields for Last day of attendance, Approximate grade at time of last attendance, Approve/Deny checkboxes, Professor's Signature, Date, and Comments.

Form for Department Chair's Signature and Date.

Form for Dean's Signature / or Designee and Date.

Form for Sent to Registrar and Entered into Banner with Date fields.