

LATE WITHDRAWAL REQUEST

Students requesting a late withdrawal (a grade of W) after the last official posted date to withdraw and before the first date of the official final examination period will have a grade of F recorded on their transcripts unless a late withdrawal form is submitted and approved by the professor(s). Students requesting late withdrawals should submit a written statement of special appeal based on extraordinary circumstance with supporting documentation from a physician, employer, attorney, military official, etc. to the appropriate professor(s) for approval or disapproval. Students requesting a late withdrawal from a lab science courses must get the approval and signature of both professors. If the professor(s) approves the late withdrawal, the form must then be sent by the professor(s) to the Registrar (who will forward a copy to the Vice President for Academic Affairs, the department chair, and the student). Please be reminded that the statement of personal reasons for appeal will be treated confidentially. Please note: this form is for one course only; students requesting withdrawal from the college must follow the policies as posted in the current Student Handbook and College Catalog.

A faculty member has the right to approve or refuse a student's request for a Late Withdrawal after the last official posted date to withdraw and before the first date of the official final examination period. **No late withdrawals will be processed after the semester's grades have been recorded.**

To the Student: Please complete the following information:

Name _____ CWID _____

SEMESTER: Fall ___ Winter ___ Spring ___ Summer I ___ Summer II ___ Year _____

Check where applicable:

Athlete _____ Financial Aid Student _____ Veteran _____
E.O.F. Student _____ Muhlenberg Student _____
F-1 Visa Student _____ Trinitas Student _____

I have _____ or have not _____ attached supporting documentation.

To the Instructor: If you approve, please sign and date below

| COURSE & SECTION | INSTRUCTOR'S SIGNATURE | DATE |
|------------------|------------------------|-------|
| _____ | _____ | _____ |

Lab: _____

STUDENT SIGNATURE _____ DATE _____

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cc: White: Registrar Yellow: VPAA/CSS Blue: Professor(s) Pink: Student Green: Dept. Chair