Request for Administrative Withdrawal

Students who could not complete coursework due to unusual circumstances may request an administrative withdrawal from course(s) after the University’s official withdrawal date.

All parts must be completed before this request will be reviewed.

- Complete this form
- Attach a typed letter explaining how circumstances impacted the student ability to complete coursework, written by the student; and
- Provide supporting documentation. Relevant documentation may include:
  - A doctor’s statement written on physician’s letterhead (not a prescription pad).
  - Employer’s statement on letterhead with specific dates of changes in employment;
  - Instructor’s written statement with specific dates, reasons, and additional information to document extenuating circumstances and accommodations made;
  - Police reports and/or legal documents listing specific dates of incidents; or
  - Any other documentation that would indicate proof of mitigating circumstances.

SECTION A: Student Information (Please Print legibly).

Date: _____________ Student ID#: ___________________________ Last date of Attendance: ________________

Name: ____________________________________________

Last First Middle

Email address: ____________________ Telephone contact: ____________________

SECTION B: Request (Please Print legibly).

Semester: Fall [] Spring [] Summer [] Year__________

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<tr>
<th>CRN#</th>
<th>Subject Code</th>
<th>CRSE #</th>
<th>Title of Course</th>
<th>Credits</th>
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I am requesting to withdraw for the following reason(s):

☐ (Please State Reason(s):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Student Signature: ___________________________ Date: ________________

Approval(s):

School/College Dean’s Signature ___________________________ Date: ________________

Provost Signature ___________________________ Date: ________________

2/15/2016