

## CHECKLIST FOR LATE OR RETROACTIVE WITHDRAWAL REQUEST

All pages must include your full name and perm number. Incomplete requests will be denied.

\_\_\_\_\_  
Name: Last, First, Middle

\_\_\_\_\_  
Perm Number

### 1. INSTRUCTOR'S STATEMENT(S)

- I have provided a completed Instructor's Statement for each course that I wish to drop, and I have supplied required personal information and full course identity in the upper portion.
- On each Instructor's Statement I have obtained the required information from the instructor in the lower portion of the form, including my grades to date, attendance record (if known), the instructor's dated signature and comments.

**Note:** The instructor's information is advisory only. The final decision will be made by the Dean of Undergraduate Studies. ***If you are requesting a late drop, do not discontinue your effort in the course on the assumption that your request will be approved.***

### 2. WRITTEN STATEMENT

- I have included a detailed but concise statement explaining the exact nature of my request (e.g., late withdrawal from Math 3A from spring 2005) and the reasons I believe my request is justified, including where appropriate the justification for my request for an exception to MCP. This statement is signed and dated, and it includes:
  - My name, perm number, current mailing address, telephone number, and u-mail address.
  - A chronological explanation of the circumstances that motivate this request. I have indicated how the circumstances affected my attendance and ability in the course(s) that I wish to drop and, if I am seeking selective withdrawal, I have explained why the circumstances did not affect my entire program.
  - An explanation of why I was not able to drop the course(s) by the published deadline. If the request is retroactive, I have also explained why I have not made this request until now.
  - **We treat all information you provide with sensitivity, and it will be held in strict confidence except in the rare instance where the law or university policy requires otherwise.**

### 3. DOCUMENTATION

- I have included all supporting documentation (verification of medical condition, change in employment, travel, legal issues, etc.) Do not submit originals of medical documentation as we are required by law to destroy it upon completion of our review.

### 4. UNDERSTANDING

- I understand that requests for late and retroactive course withdrawal are approved only in the presence of convincing evidence that a serious and unavoidable hardship arose unexpectedly after the deadline.
- I understand that if I am granted approval for late or retroactive withdrawal, the course(s) will actually remain on my record, but the grade(s) will be recorded as W, which does not influence my grade-point average. Further, I understand that the usual transaction fee will be charged for each change made to my record.
- I also understand that if my request is denied, the course(s) will remain on my record with grade(s) as reported by my instructor(s), and that if no grade is reported the Registrar will record a grade of F or NP, as appropriate to the grading option I chose.
- I understand an approval for late or retroactive withdrawal does not automatically grant an exception to the MCP policy. I must petition separately for an exception to the MCP policy.



Requests are approved only in the presence of convincing evidence that a serious and unavoidable hardship arose unexpectedly after the deadline and, in the case of retroactive withdrawal, the hardship not only affected your performance in the course but it also prevented you from seeking relief during the quarter. If the course is in progress, do not discontinue class attendance on the assumption that your request will be approved.

To the Student: You must submit a completed Instructor's Statement from each instructor whose course you wish to drop and a written statement describing your justification. You must also provide documentation of the hardship that you describe as your justification. Finally, you must include a completed checklist and the completed form. You may submit this petition to our office at 1117 Cheadle Hall or mail to the address above.

If this request is approved, the course(s) will remain on your record, but a grade of W will be recorded. If the request is not approved, the grade(s) submitted by the instructor(s) will be on your record; where the instructor submits no grade, the Registrar will record an F or NP, as appropriate. **If approved, please note that it can take up to 2 weeks for this to be reflected in GOLD.**

Student Name: Last, First, Middle \_\_\_\_\_ Current Quarter/Year \_\_\_\_\_ Perm Number \_\_\_\_\_  
Phone \_\_\_\_\_ U-Mail Address \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

Request for withdrawal from: \_\_\_\_\_  
Department \_\_\_\_\_ Course # \_\_\_\_\_ Enrollment # \_\_\_\_\_ Quarter/Year \_\_\_\_\_ Instructor \_\_\_\_\_

Are you an International Student?  Yes  No

Are you an Intercollegiate Athlete?  Yes  No

Request an exception from MCP:  Yes  No (If yes, please follow the instructions regarding letter/documentation.)

### Instructor's Statement

#### TO BE COMPLETED BY INSTRUCTOR

1. Are the student's records available?  Yes  No

(If "No" is checked, leave 2-8 blank and skip to "Instructor's Signature".)

2. Did the student take the midterm exam(s)?  Yes  No

3. Midterm Information: \_\_\_\_\_  
1<sup>st</sup> date      grade      2<sup>nd</sup> date      grade      3<sup>rd</sup> date      grade

4. Did the student take the final exam?  Yes  No Date \_\_\_\_\_ Grade, if taken \_\_\_\_\_

5. Student's grade at this time: \_\_\_\_\_

6. Student's attendance (check one):  Regular  Infrequent  Never  Unknown

7. Do you object to the requested exception?  Yes  No

8. Comments:

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

**PLEASE NOTE:** The Instructor's Statement is for advisory purposes only. Authority for final approval or denial rests with the Dean of Undergraduate Education, College of Letters and Science.