

## PROCEDURE FOR REQUESTING LATE WITHDRAWAL

The Council on Admission, Graduation, and Academic Standards (CAGAS) will consider appeals from undergraduate students for late withdrawals from one or more courses. Appeals should provide the following:

1. A letter from the student requesting the late withdrawal of a course(s) with a thorough explanation as to why the request is being made and why the course(s) was not dropped by University deadlines. The letter should include the student's ID number, mailing address, the course and course number (i.e. HIST 106), the section number, and the semester and year in which the student was enrolled in the course.
2. Documentation of the reason for the student's appeal should be attached to the letter of appeal. It is the responsibility of the student to obtain and attach all documentation as well as provide written releases to the appropriate offices.
3. A written and signed statement or e-mail from the professor of the course(s) is required and should include information regarding the student's grades on quizzes, tests, assignments, attendance, last date of attendance, if known, and other information the professor would like to include. It is the responsibility of the student to make the initial contact with the instructor requesting this statement be sent to CAGAS in care of the Registrar's Office, Sherman 110.

### TYPES OF DOCUMENTATION:

1. Death - a copy of the death notice or obituary, death certificate, funeral bulletin.
2. Illness or accident - written verification from the doctor on office letterhead, hospital bills, copies of medical bills, accident reports.
3. Personal - verification from the counselor, medical associate, or supportive facility verifying dates attended/treated and/or comments they feel comfortable making; letter from employer regarding changes in job responsibilities, work hours, position change.
4. Legal - copies of proceedings, verification from attorney, police reports, etc.
5. Judicial (on or off campus) - copies of letters concerning hearings, statement from the Judicial Office, or a statement from OPS reports.
6. Military-copy of orders for annual training, summer camps, etc.

### IMPORTANT NOTES:

1. Do not assume your appeal will be approved. If you are currently enrolled in the course(s), you should continue to attend class until you have been notified of the resolution of your request for a late withdrawal.
2. If the term has ended, appeals for late withdrawals should be initiated as soon as possible after the grade report has been e-mailed.
3. CAGAS meets every Thursday when school is in session. The agenda includes all appeals that are complete and received by 4:00 p.m. on the Monday prior to the Council's meeting.
4. If you are/were a financial aid recipient during the term for which you are seeking a withdrawal and the appeal is approved by CAGAS, you may be required to repay financial aid awarded to you.