

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.)

4. SELF-ADDRESSED, STAMPED ENVELOPE

- I have included a stamped envelope addressed to myself at my current mailing address.**

5. 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.