APPEAL FOR LATE COURSE WITHDRAWAL

Please read the UM policy regarding late course withdrawals:
Late Withdrawal from a Course - After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the student's academic dean. ***Unacceptable reasons for late withdrawal include dissatisfaction over an expected grade or a change in a student's degree program or major.*** In no case may a class be dropped after the last regular class day in any semester, session, or term.

Courses dropped after the course withdrawal deadline will still appear on the student's official transcript. ***The W mark will be recorded if the student is passing the course at the time of withdrawal; the F grade will be recorded if the student is failing.***

--Excerpt from online UM catalog

Please note: If dropping this course drops you below 12 credit hours, it will change your status to part-time student rather than full-time, which may affect things like financial aid and scholarships.

Your signature below acknowledges that you have read and understand the above information, that you still request a late withdrawal, and that you can provide documentation for one of the reasons listed below.

Please check the reason for your request:

- ☐ Medical reason (attach documentation from your doctor)
- ☐ Have never attended the class or stopped attending after the first week (attach memo from instructor verifying your last date of attendance or that you never attended)
- ☐ Extreme or unavoidable emergency (attach a detailed explanation)

_____ _____
Signature Date

Name: _____ ID #: _____

Local Phone: _____ Cell Phone: _____

E-Mail: _____ Major: _____

Requested Dropped Course(s): _____

Instructor's Name(s): _____

Instructor's E-mail(s): _____

Office Use Only:

☐ Approved: _____
(Dean's Signature) (Date)

☐ Denied: _____
(Dean's Signature) (Date)