

REQUEST FOR LATE WITHDRAWAL FROM A COURSE

PLEASE READ CAREFULLY.

Requests for a late withdrawal from a class (after the ninth week of classes) must be approved by the Standards and Standing Committee in order to be official. In addition, support of both the professor and the faculty advisor is required in order for this request to be considered. The student making this request should continue to attend the class in question until notified of a final decision by the Committee.

A request for a late withdrawal from a class will be considered only when extenuating circumstances prevented the student from withdrawing from the class by the deadline to do so. Ignorance of the deadline or of the withdrawal policy are not acceptable reasons. There must be valid reasons for withdrawing from the course at the late date and why the request to withdraw is being submitted after the official deadline. Those reasons must be explained below or on an attached sheet of paper.

Name _____ Rhodes ID _____

Date _____ Year of Graduation _____ E-mail _____

I request to be allowed to withdraw late from the following course:

CRN	Department	Course Number	Section
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(If you are also withdrawing from a credit-bearing lab, please use a separate form.)

Reasons for this request:

I understand that by withdrawing from this course, if approved: (1) a grade of "WP" or "WF" will be the grade of record for this course depending upon my current standing in the class; (2) there is no reduction in tuition and billed overload fees (if pertinent) remain in effect; (3) if this withdrawal creates a course underload, the College is not obligated to approve course overloads in the future; and (4) an underload may jeopardize my student status regarding continued enrollment, financial aid, and student activities, including intercollegiate athletics. In addition, since this request is late, I understand that I should continue to attend class until notified of the committee's decision. Failure to do so may result in a failing grade.

Student's Signature _____

(over)

Professor's Statement:

- _____ I support the student's request.
- _____ I support the student's request with reservations.
- _____ I do not support student's request.

Please indicate appropriate withdrawal status: Withdraw Passing _____ Withdraw Failing _____
Comments:

Professor's Signature _____

Date _____

Advisor's Statement:

- _____ I support the student's request.
- _____ I support the student's request with reservations.
- _____ I do not support the student's request.

Comments:

Advisor's Signature _____

Date _____

Action of the Standards and Standing Committee:

Signature for the Committee _____

Date _____