



## ***REQUEST FOR ADMINISTRATIVE WITHDRAWAL***

Please complete this form if you are requesting an Administrative Withdrawal from one or more courses. Administrative Withdrawals are defined as those provided by the Provost and Dean for Academic Affairs for students unable to complete coursework due to circumstances beyond their control. Such extenuating circumstances are almost exclusively events occurring after the final withdrawal date.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Current Academic Program

\_\_\_\_\_  
Telephone Number

Provide below the date and description of extenuating circumstances preventing course completion (attached additional sheet if needed). If extenuating circumstances occurred **before** the final withdrawal date, describe the additional mitigating circumstances preventing you from dropping the course before final withdrawal date. Please attach supporting documentation.

Requests for an Administrative Withdrawal must be accompanied by a written note (letter or e-mail) describing your performance to date from the instructors of all courses for which the withdrawal is being requested. While the instructor's note may be sent to the Dean separately from this form, it should be received in a timely fashion so that full consideration can be given to your request.

### **Description of Circumstances:**

The information contained in this form is true to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**Courses for which administrative withdrawal is being requested:**

\_\_\_\_\_  
Course # and Title

\_\_\_\_\_  
Date of last attendance or online activity

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Course # and Title

\_\_\_\_\_  
Date of last attendance or online activity

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Course # and Title

\_\_\_\_\_  
Date of last attendance or online activity

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Course # and Title

\_\_\_\_\_  
Date of last attendance or online activity

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Course # and Title

\_\_\_\_\_  
Date of last attendance or online activity

\_\_\_\_\_  
Instructor

Academic Advisor: \_\_\_\_\_

DEAN'S OFFICE

