

## **How to Request to Withdraw after the Drop Period**

University Policy: For graduate and non-degree students, withdrawal after the last day for dropping a course requires approval by the student's academic dean, and is permitted only for nonacademic reasons that prevent course completion.

Students who wish to withdraw after the deadline must submit the following documentation to the Student Services Office:

- Academic Status Report Form signed by the instructor to verify that the student is in good academic standing (a separate form is required for each course that a student is requesting to withdraw from).
- Documentation (e.g., medical records, statement from employer/supervisor) to support the conditions and contact information for individuals involved (e.g., physician, employer/supervisor).

The Registrar's Office will only process a withdrawal request if the Office of Student Accounts verifies that there are no holds or unpaid charges on the student's account. The university does not refund tuition when a student voluntarily withdraws from a course after the drop deadline. If the withdrawal is after the drop period, a listing of the student's semester courses appears on the student's record along with grades of "W".