



REQUEST FOR LATE WITHDRAWAL FROM A COURSE

Requests for a late withdrawal from a course (after the eleventh week of classes) must be approved by the Standards and Standing Committee to be processed. In addition, support by both the professor and the faculty advisor is required for this withdrawal request to be considered. No request for withdrawal from a class will be considered after the last day of classes.

A request for a late withdrawal from a course will be considered only when extenuating circumstances prevented the student from withdrawing from the course 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.

Student's Section:

Name _____ Rhodes ID _____

Month/Year Graduation _____

I request to late withdraw from the following course:

CRN	Department Subject	Course Number	Section
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Note: If you are also withdrawing from a credit-bearing lab, please submit an additional form.

Reasons for this late withdrawal request:

Student Acknowledgement: I understand that by withdrawing from this course, if approved: (1) **a grade of "W" will be recorded on my permanent record**; (2) the W grade is not computed in my grade point average; (3) there is no reduction in tuition and billed overload fees (if pertinent) remain in effect; (4) if this withdrawal creates a course underload, the College is not obligated to approve future overloads; and (5) an underload may jeopardize my student status regarding continued enrollment, financial aid, and student activities, including intercollegiate athletics, Tennessee Hope and Lottery Scholarship eligibility. In addition, 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 _____ Date _____

Continued Request for Late Withdrawal from a Course

Professor's Section:

- _____ I believe there were extenuating circumstances that prevented the student from withdrawing in a timely manner, and I support this petition.
- _____ I support the student's request with reservations.
- _____ I do not support the student's request.

Comments:

Professor's Signature _____ Date _____

Advisor's Section:

- _____ I believe there were extenuating circumstances that prevented the student from withdrawing in a timely manner, and I support this petition.
- _____ I support the student's request with reservations.
- _____ I do not support student's request.

Comments:

Advisor's Signature _____ Date _____

Standards and Standing Committee's Section:

Comments:

Signature for the Committee _____ Date _____