



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. No request for withdrawal from a class will be considered after the last day of classes.

**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

(If you are also withdrawing from a credit-bearing lab, please use a separate form.)

Reasons for this request:

Cont. Request for Late Withdrawal from a Course

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.

Name Printed \_\_\_\_\_ Student's Signature \_\_\_\_\_

**Professor's Statement:**

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

**Please indicate appropriate withdrawal status: Withdraw Passing \_\_\_\_\_ Withdraw Failing \_\_\_\_\_**

Comments:

Professor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed \_\_\_\_\_

**Adviser's Statement:**

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

Comments:

Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed \_\_\_\_\_

**Action of the Standards and Standing Committee:**

Signature for the Committee \_\_\_\_\_

Date \_\_\_\_\_