



Withdrawal Form Administrative or Late Administrative

Use blue or black ink and **PRINT** clearly. Circle Semester: **Fall Spring Summer** Year _____

Student Name (Last, First, Initial)

Student ID # (LoLA):

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Phone Number (_____) _____ - _____ Continuing New (or Returning)

Student Email: _____

CRN (e.g., 11315)	Course Name / Number (e.g., Algebraic Foundations/Math 0083)	Type of Withdrawal
		<input type="checkbox"/> Administrative: Withdrawal of a student from a course, or courses, at any time for just cause, including for financial and disciplinary reasons, and under extenuating circumstances <input type="checkbox"/> Late Administrative: Students who experience serious extenuating issues (medical, impacts from natural disasters, severe family circumstances, etc.) after the last day for student-initiated withdrawal. Attach all supporting documentation for first three items on checklist below.

Student Checklist for Late Administrative Withdrawals:

- Students must also have been passing all courses with a grade of “C” or better prior to the identified start of the exigent circumstance(s) or incident.
- This form must be completed and accompanied by a written summary of conditions and reasons for the request.
- Attach supporting documentation to affirm the conditions leading to the request (specifics of documentation needed on case-by-case basis).
- I am aware that late withdrawals must be for ALL courses in the requested term. Incomplete contracts (“I-grade”) must be considered if circumstances are not severe enough to affect all courses in the term and/or the length of the entire term.
- I am aware that a late administrative withdrawal may impact financial aid

Student Signature (required for Late Administrative Withdrawal)

Date

Dean of Student’s Program/Degree Plan

Date

Vice Chancellor of Student Services (required for Administrative Withdrawal)

Date

For Office Use Only:

Student Accounts (if applicable)

Refund CODE

Date

Registrar’s Office

Date