



Late Course Withdrawal Request

Course Withdrawal Policy:

A student may withdraw from a full semester course from the beginning of the 4th week of the semester until the end of the 12th week* without permission. The student will receive a "W" on their transcript. A student seeking to withdraw after the 12th week until the last day of the semester must present documentation of extenuating circumstances for their request and obtain approvals from the Instructor of the course and the Chair of the department in which the course is taught. Poor academic performance is not considered an extenuating circumstance. If the request is approved, a "W" will be recorded on the student's transcript. If a student stops attending and fails to withdraw officially from a course, a grade of "F" will be recorded on the student's transcript. In all cases of withdrawal, a "W" does not affect the student's grade-point average. Approval is at the discretion of the Instructor and Department Chair. **A student should continue attending class until approved for withdrawal.**

**Refer to the University Calendar for withdrawal dates for each semester and for courses meeting fewer than 16 weeks.*

DEADLINE: A fully approved late withdrawal form must be received by the Registrar no later than the last day of the term.

Part One: Student Information

Name: _____

Student ID#: _____

Part Two: Course Information

I request permission to withdraw after the deadline from:

Semester & Year: _____

CRN	Subject	Course #	Course Title	Credits	Instructor

Reason for Withdrawal Request (*attach documentation of extenuating circumstances*):

Student Signature: _____

Date: _____

Part Three: Required Approval

Instructor's Name:			
Instructor's Remarks:			
A late Withdrawal ("W") is Recommended:	YES	NO	Grade to Date:
Date:	Signature:		
Department Chair's Name:			
Department Chair's Remarks:			
A late Withdrawal ("W") is Approved:	YES	NO	
Date:	Signature:		

Submit the completed form to:
Office of the Registrar, Willard-DiLoreto, Room D202
Fax (860) 832-2250, E-mail regstaff@ccsu.edu