

# Withdrawal with Dean's Approval

After the 12<sup>th</sup> week of classes (9<sup>th</sup> week for 12 week courses), course withdrawals will only be accepted with approval from the Dean or Director of the student's college. The following describes University College's criteria to drop a course. The dean however will not give permission to drop without the explicit permission from your instructor.

In order to receive permission to drop a course with Dean's approval, the student must have extenuating circumstances that can be documented, i.e. medical problems, changes in work schedule, death in the family, etc. The Advisor can discuss with you all ramifications of dropping a course, e.g. financial aid, workstudy, scholarships, etc.

***Please note, not doing well in the class is not a sufficient reason to allow you to drop.***

## Procedure

- ↪ If you have extenuating circumstances, gather documentation to support this.
- ↪ Prepare a written explanation of the circumstances.
- ↪ Acquire a yellow card (Registration).
- ↪ Fill out the information in the first block below and then have your instructor sign in the second block below acknowledging that he/she is allowing you to drop his/her course.
- ↪ Meet with an advisor. During this meeting you will submit the above-mentioned items for review.
- ↪ If the documentation meets the requirements, the advisor will sign the yellow card and allow you to drop your courses.
- ↪ Take the yellow card to Registration for final processing.

Student: _____	Banner #: _____
Course Title: _____	Course Code/Section: _____
Instructor's Name: _____	

To the instructor: One of the requirements to be able to drop a course is your permission to do so. By signing, you give permission to the student to withdraw from your class. This does not however guarantee any assigned grade as this is still completely up to you whether it is WP/WF. Thank you for your time.		
_____ Instructor's Signature	_____ Date	_____ Phone #