

## **PROCEDURE FOR REQUESTING LATE WITHDRAWAL**

The Council on Admission, Graduation, and Academic Standards (CAGAS) will consider appeals from undergraduate students for late withdrawals from one or more courses. Appeals should provide the following:

1. A letter from the student requesting the late withdrawal of a course(s) with a thorough explanation as to why the request is being made and why the course(s) was not dropped by University deadlines. The letter should include the student's ID number, mailing address, the course and course number (i.e. HIST 106), the section number, and the semester and year in which the student was enrolled in the course.
2. Documentation of the reason for the student's appeal should be attached to the letter of appeal. It is the responsibility of the student to obtain