

Office of the Registrar

Extenuating Circumstances ~ Late Drop or Withdrawal Form

This form is used to request changes to registration after the applicable University deadline has passed. Please review our [Academic Calendar](#) for University drop and withdraw deadlines.

Dropping or withdrawing from any class(es) after the deadline requires approval from the college offering the course and is an exception to university policy. The late request must have extenuating circumstances and there is no guarantee that a late request will be approved.

Name: _____ **PWID #:** _____

Term w/year: **Fall** ____ **Summer** ____ **Spring** ____ **Winter** ____

Class Information for late drop or withdrawal:

CRN #	Subject & Course	Instructor's Signature	Last date of Participation ~ or ~ Never Attended (completed by the instructor)

Reason for this requested change:

I certify that I have reviewed my degree requirements and consulted with my advisor regarding these schedule changes. I understand that failure to do so may result in dropping or adding classes that could prevent or delay graduation.

Student Signature

Date

Advisor/Dept. Chair Signature

Date

Dean Signature

Date

IMPORTANT NOTE: Students are advised to check on what impact the transaction may have on financial aid, athletic eligibility, health insurance benefits, degree requirements, veteran's benefits, scholarships, or other areas.

Instructions:

- Student to complete form with course information. Digital signatures are preferred. Forward to Instructor for review, signature and last date of attendance.
- Instructor to review, sign in approval, enter last date of attendance and forward to Advisor or Department for approval. Department forwards to Dean for signature
- Dean emails completed form to Registrar@pennwest.edu.
- Please follow naming convention of: TERM_PWID_EXTENUATING_CIRCUMSTANCE_LATE_DROP_WITHDRAWAL
 - Example: 202230_P11100023_EXTENUATING_CIRCUMSTANCE_LATE_DROP_WITHDRAWAL