



# REQUEST TO LATE WITHDRAW COURSE

(INSTRUCTOR COURSE PROGRESS REPORT)

A request to late withdrawal from a course is made after the final date to withdraw from a course with a "W" on the transcript. Exact dates vary according to the length of the course. Dates are posted in the Schedule of Classes each semester.

The student is responsible for completing and submitting:

1. An Application for Exception to Catalog Regulations petition form and explanation
2. Submit a Request to Late Withdraw form for each course requested
3. Submit a Drop Slip signed by the instructor for each course requested
4. Applicable documentation to support request

If you have any questions, please contact the Business Exceptions Secretary or Academic Adviser at (316) 978-3203.

*This Request to Late Withdraw form can be returned to the Business Advising Center in Clinton Hall 008 by the student or the instructor.*

**Part I: To be completed by the STUDENT**

myWSU ID: \_\_\_\_\_ Date: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Major: \_\_\_\_\_

Information about the course requested for late withdraw:

Semester and Year: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ CRN: \_\_\_\_\_  
 Department and Course Number: \_\_\_\_\_  
 Last Day Student Attended: \_\_\_\_\_ Official Last Day to Withdraw from this course: \_\_\_\_\_

**Part II: To be completed by the INSTRUCTOR**

Date: \_\_\_\_\_ As of this date, the student is receiving grade of: \_\_\_\_\_  
 Course Length: 2 week 4 week 8 week Full Semester Other (specify): \_\_\_\_\_  
 Please indicate the student's attendance practices: \_\_\_\_\_

Recommendation to the exceptions committee:

- I approve the late withdraw.       I do not approve the late withdraw.

Additional instructor comments (pertinent information regarding the student's performance or circumstances):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor's Name (please print): \_\_\_\_\_

Instructor's Signature \_\_\_\_\_