



## **Late Withdrawal Policy All Academic Areas**

Through the tenth week of the Fall or Spring Semester of enrollment, and the designated dates for summer sessions, a student may withdraw from any course. After the deadline dates, a student may withdraw from a course only under extenuating circumstances and with the approval of the appropriate dean. In any case, *undergraduate students* must initiate a formal request for withdrawal through the college advisor or Charger Central and include the late withdrawal form with a written explanation of the extenuating circumstances along with documentation as required by the college. *Graduate students* should initiate a late withdrawal request through their major department, graduate dean or Charger Central. Class non-attendance does not constitute withdrawal nor does notification to the instructor. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in the course. Late withdrawal can only be requested during the current term. The Petition for Late Withdrawal must be submitted to the Office of Student Records for processing.

### **Academic Advisement Areas**

- All business majors, College of Administrative Science, ASB 102, 824-6024
- All engineering majors, College of Engineering, EB 157, 824-6877
- All liberal arts majors, College of Liberal Arts, MH 216, 824-2867
- All nursing majors, College of Nursing, NB 207, 824-6742
- All science majors, College of Science, UC 200, 824-6290
- All undergraduate students who are non-degree, conditional admit, undeclared major or dual enrollment/early start, Academic Advising and Information Center, UC 200, 824-6290.

### **College Deans/Designees**

#### Undergraduate Students

- College of Administrative Science, ASB 102, 824-6024
- College of Engineering, EB 102, 824-6474
- College of Liberal Arts, MH 256, 824-6200
- College of Nursing, NB 211, 824-6345
- College of Science, MSB C207, 824-6605

#### Graduate Students

- School of Graduate Studies, MSB C206, 824-6002