



# LATE WITHDRAWAL

Student Services Building, room 120 | Huntsville, AL 35899 | [www.uah.edu/registrar](http://www.uah.edu/registrar)

(P) 256.824.7777 | (F) 256.824.7780 | [registrar@uah.edu](mailto:registrar@uah.edu)

After the tenth week of classes, a student may request a Late Withdrawal from a course due to extenuating circumstances, such as an extreme medical situation or death in the family, which occurred after the last day to withdraw or prevented the student from withdrawing the course by the last date to withdraw. Avoidance of an undesirable grade does not justify withdrawal. 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 that course.

Students participating in certain programs must secure approval or give adequate notification to the appropriate officers of these programs. It is the joint duty of these programs and the Office of the Registrar to insure that students participating in these programs are aware of any such requirements.

Please note that dates of registration, schedule adjustment deadlines and withdrawal deadlines are listed in the UAH calendar. Registration creates a financial commitment to UAH, & fees must be paid in compliance with the published fee statement policy. Withdrawal and refund policies are outlined in the UAH Catalog.

**Before making any schedule adjustments, you should consult with your academic advisor and/or any of the following departments and process that apply.**

- Your financial aid, scholarships or loans, graduate assistantships, and co-ops may be affected by making a schedule adjustment.
- International students should contact the International Student Advisor—Student Services Building 218
- Veterans receiving benefits should contact the Veterans Services Coordinator – Charger Union 223
- Student athletes should contact the Athletic Compliance Officer – Spragins Hall 205



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**Step 1: Please complete the following information:**

Name: \_\_\_\_\_ A#: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@uah.edu

Major: \_\_\_\_\_ Semester (circle one): Fall / Spring / Summer 20\_\_\_\_

Course Information				
	CRN	Dept.	Course #	Section
1.				
2.				
3.				
4.				
5.				

By signing below, I am acknowledging that I have read the cover page and that I am responsible for any financial repercussions this may create.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Step 2: Attach supporting documentation/written explanation to this form and submit it to the Provost Office in Student Services Building, room 303 or provost@uah.edu.**

Provost and College Dean Approval	
The documentation submitted <input type="checkbox"/> DOES / <input type="checkbox"/> DOES NOT show extenuating circumstances which warrants a late withdrawal.	
Provost Signature: _____	Date: _____
College Dean Signature: _____	Date: _____

If denied above, students will receive an email from the Provost Office stating the documentation does not warrant a late withdrawal. If supported, personal documentation will remain in the Provost Office and form will proceed to step 3.

**Step 3: Form emailed from Provost to the the Dean of the College and the Registrar’s Office (registrar@uah.edu).**

**Step 4: Student notified by the Registrar's Office that the late withdrawal has been approved and processed.**