LATE WITHDRAWAL REQUEST

Return to: Dean of Enrollment Management
Enrollment Services 1 College Drive, East Peoria IL 61635,
If you have any questions, you may call (309) 694-5323

Withdrawal from courses after the end of semester will be allowed only when justified by unforeseen, serious and extenuating circumstances outside the student's control. Requests for late withdrawal from classes that occurred more than three years ago will not be accepted.

Please refer to the Late Withdrawal Requests Policy and Procedure before completing this form.

Student ID Number _____ Last name _____ First Name _____ MI _____ Phone _____

Address _____ City _____ Zip _____

The affected courses were during the:

☐FALL ☐SPRING ☐SUMMER semester of _____

(*Please check one*) (*year*)

The following courses were affected:

Subject/Number:	Class #:	Instructor
Example: ENG 110	*2866*	*Mr. Smith*

Reason for Request:

☐ Extended illness/hospitalization of student or immediate family member

☐ Death of an immediate family member

☐ Legal issues

☐ Other

The following information is required to submit your request. Please check to confirm it is included:

☐ Supporting documentation is included

☐ Typed or neatly handwritten explanation is included

Please see the Late Withdrawal Requests Policy and Procedure for more information on supporting documentation and the typed/written explanation

I hereby certify that the information provided is accurate and true. I, the student, have completed this request and included the necessary explanations (neatly written or typed) and supporting documentation. I understand that the decision is final.

Student Signature _____ **Date** _____

The request will be forwarded to the appropriate faculty member and department dean for recommendation/approval. The final decision will be communicated to you via official communication from the Dean of Enrollment Management.

FOR OFFICE USE ONLY:

Dean of Enrollment Management	**Faculty Member** **Approved:** □ **Denied:** □	**Dean/Associate Dean** **Approved:** □ **Denied:** □
Comments:	**Comments:**	**Comments:**
Signature:	**Signature:**	**Signature:**