



Student ID # _____

APPLICATION FOR LATE WITHDRAWAL

A withdrawal from an individual course or completely from school after the withdraw date as outlined in the university catalog is permitted only for circumstances beyond the student's control. In cases where medical or employment reasons are the cause for withdrawal, explanatory documents from the physician or employer should be attached. **Request for withdrawal from a course solely because of poor performance will be denied.** Approvals denied at any level will result in a denial of the withdrawal. For request with appropriate approval as outlined below, a W grade rather than a failing grade will be assigned.

Student Name:		Major:	
Email Address:		Phone Number:	
Semester/Year for which withdrawal is requested:			
Choose one: <input type="checkbox"/> All Classes <input type="checkbox"/> Specific classes (please list and have your instructor sign)	If specific classes, please list:	Course & Section	Instructor's Signature (if requested)

Describe Reason for requesting Late Withdrawal (If necessary, attach appropriate documentation of support, i.e., health care provider information on letterhead):

Student Signature:

Date:

Signature:

Print Last Name:

Date:

Professor/Department Chair (If requested)

Recommendation:

Approval

Denial

Signature:

Print Last Name:

Date:

Assistant/Associate Dean (or designee):

Recommendation:

Approval

Denial

Important Information

- This form covers withdraw requests for the time frame between the day after the last day to withdraw until the last day of classes for the semester. Late withdraw requests will not be accepted after the last day of class for the semester.
- During finals week, grades can post at any time once the instructor has completed grading, and once final grades have posted, students would instead complete a Retroactive Late Withdraw Form from the Registrar's Office to request a late withdraw.
- Please note that the late withdraw process is a separate process from the tuition appeal process, however a grade of W may need to be reflected on a student's transcript prior to being able to submit a tuition appeal. Students wishing to recover tuition should complete the tuition appeal form through Student Account Services.
- Students requesting a late withdraw due to medical reasons or employer based reasons should provide relevant documentation by following the instructions on the second page of this form. For other types of requests, all supporting documents may be submitted separately along with this completed late withdraw form to the appropriate Assistant Dean.

Medical Withdrawal Documents Needed (If applicable)

1. Statement from student

This statement should explain the diagnosis/explanation of the student's medical condition and how it has affected the student's ability to perform academic duties. It also should explain whether the student sought and received any medical treatment for the problems, including treatment prescribed and its effect.

2. Supporting documents

a. A statement from the medical professional which covers the following:

- **Diagnosis:** Explanation of the student's medical condition, and how it affects the student's daily activities and academic performance.
- **Date(s):** Actual dates of medical treatment or services for this illness / only the dates for the semester for which withdraw is requested are needed.
- **Date when the student became unable to perform academic duties** - An estimate from the medical professional based on the diagnosis and treatment.
- Medical professional's signature - Attach letterhead from the health care practice with the following information:

Physician/Medical Professional Signature: _____ Date: _____

I certify that, in my best professional judgment, the student identified above was unable to perform academic duties and complete the semester stated above due to unforeseen medical incapacitation during the above stated time. As a public institution, tuition adjustments are subject to audit by the state of KY.

Printed Name of Physician: _____

Address: _____

Business Phone: _____ Fax: _____

Instruction for Physicians: Please attach letterhead with printed and hand-written physician/medical professional signature to verify the student's medical situation.

- b. Late Withdraw requests from an employer should explain the student's circumstances that impacted the student's ability to perform academic duties, describe the dates during the semester related to the circumstances, and be supported with any letter(s) signed by the employer on professional letterhead from the organization.