

REQUEST TO DROP WITH “EW” AFTER RECEIVING “W”

This request can be made for classes in which student received a “W”. Requests to receive an “EW” may be approved if students indicate experiencing extenuating circumstances beyond their control and submit supporting documentation. Changes to “EW” can only be made within one year following the end of the semester in which the class was taken.

Excused Withdrawals (EW) can be requested for the following (Student must receive a “W” on the course):

- U.S. Military Service (**copy of orders MUST be attached**)
- Death of an Immediate Family Member (**need copy of death certificate, obituary notice or Administrative Judgement**)
- Illness or Accident (**Hospital or doctor’s statement, on official letterhead, which states the nature and dates of the illness or accident justifying the reason for withdrawal from the class**)
- Other (**Indicate the extenuating circumstance on your personal statement [page 2], and provide proper supporting documentation**)

The student **must attach a personal statement** explaining the details of this request. Official documentation and/or verification must also be attached.

Student Last Name	First Name	MI	Student ID Number	DOB

I am requesting to receive and “EW” (Exclude Withdrawal) in the following course(s):

WINTER SPRING SUMMER FALL Year__

EXAMPLE - Course Name & Number	POL SC 001	EXAMPLE - Class Number	25412
Course Name & Number		Class Number	
Course Name & Number		Class Number	
Course Name & Number		Class Number	
Course Name & Number		Class Number	

STUDENT SIGNATURE: _____ **DATE:** _____

FOR ADMISSIONS AND RECORDS USE ONLY: Determination: Approved Denied

Notes: _____

Authorized Signature: _____ **Date:** _____

PERSONAL STATEMENT

NAME: _____ STUDENT ID: _____
Last First MI