POLICIES AND INSTRUCTIONS

Use this form to withdraw from classes AFTER the Withdrawal Deadline (the ninth Friday of the term)

- Appeals for late withdrawals must be submitted within 20 class days after the beginning of the next regular semester.
- Late Withdrawals are exceptions to policy and are allowed only in exceptional cases. Approval is not automatic and documented evidence is required.
- Acceptable serious and compelling reasons for an Appeal for Late Withdrawal may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside of student’s control (for example, major employment change, fire, flood).
- Failing a course or avoiding an unsatisfactory grade is not a serious and compelling reason for seeking a late withdrawal and will not be approved.
- Once notified of the decision, the appeal decision of the university is final and a student who files a written appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university.
- Students approved for late withdrawals can appeal to the university Business Office for a tuition refund using a separate form (www.uaf.edu/business/forms).

DO NOT USE THIS FORM to withdraw from classes BEFORE the Withdrawal Deadline (the ninth Friday of the term)

DEGREE-SEEKING CHECKLIST PRIOR TO SUBMISSION OF THE APPEAL FOR LATE WITHDRAWAL

1. Check Degree-Seeking Student box
2. Complete all information – especially contact information
3. Complete the withdrawal checklist and obtain clearance signatures from the UAF Financial Aid Office and Business Office
4. Provide a reason for the withdrawal and attach supporting documentation (required)
5. Sign the form and obtain your advisor’s signature
6. Return completed form to the Registrar’s office. The withdrawal is not official until it has been accepted and processed by the Office of the Registrar

NON-DEGREE STUDENT CHECKLIST PRIOR TO SUBMISSION OF THE APPEAL FOR LATE WITHDRAWAL

1. Check Non-Degree Student box
2. Complete all information – especially contact information
3. Complete the withdrawal checklist and obtain clearance signatures from the UAF Business Office
4. Provide a reason for the withdrawal and attach supporting documentation (required)
5. Sign the form
6. Return completed form to the Registrar’s office. The withdrawal is not official until it has been accepted and processed by the Office of the Registrar
APPEAL FOR LATE WITHDRAWAL
Office of the Registrar
Fairbanks, AK 99775
Phone: 474-6300 Fax: 474-7097

• Use this form to withdraw from classes AFTER the 9th Friday of the term (see the Academic Calendar for specifics)
• Appeals must be received before the deadline (20 class days after the beginning of the next regular semester)

☐ Degree Seeking Student (accepted into a degree program, including General Studies and Pre-Majors)
☐ Non-Degree Students (taking courses for personal interest or development, not pursuing a degree)

NAME                      UA ID:
(Last)                          (First)               (Middle)

EMAIL ADDRESS:

MAILING ADDRESS:
Street & No. or PO Box
City, State, Zip

I am requesting an appeal for a late withdrawal from all of my classes for the following semester:
☐ FALL    ☐ SPRING    ☐ SUMMER    YEAR ______

Complete the following checklist BEFORE stating your reason for withdrawal and signing the form:

☐ I have updated my mailing address under the “Personal Information” tab at UA Online (uaonline.alaska.edu) and will check my assigned UA email account for necessary correspondence regarding this appeal.

☐ I will be seeking a refund of tuition. I must submit an Appeal for Refund of Tuition which can be found at www.uaf.edu/business/forms

☐ I am a Degree Seeking student. I will:

✅ Check with Financial Aid on how this may impact my eligibility or return of financial aid

✅ I will obtain my advisor’s signature

☐ I understand that this form will be returned to me if incomplete and/or submitted without documentation.

Degree-seeking students are required to obtain BOTH clearances from the departments below.
Non-Degree students are only required to obtain clearance from the Business Office.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DEPT SIGNATURE</th>
<th>DATE</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Financial Aid (474-7256)</td>
<td></td>
<td></td>
<td>Not required for non-degree students</td>
</tr>
<tr>
<td>2. Business Office (474-7384)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REASON FOR WITHDRAWAL (Check appropriate box):
☐ Job Change (JC) ☐ Military Change (ME) ☐ Other (OT)
☐ Transferring (TR) ☐ Medical Illness/Emergency (PE)

EVIDENCE/DOCUMENTATION SUPPORTING YOUR REQUEST IS REQUIRED. ATTACH TO THIS FORM.

Your signature below indicates the information provided within this form is true and accurate and that you accept responsibility for any outstanding financial obligations owed to the university.

STUDENT'S SIGNATURE  DATE

ACADEMIC ADVISOR’S SIGNATURE  DATE
(Degree-seeking students only)

APPEALS COMMITTEE DECISION  DATE
REGISTRAR’S SIGNATURE  DATE

REGISTRAR’S OFFICE ONLY
Certified Day of WD: ___________________________
Processed By: ___________________________
Processed Date: __________________________

REGISTRAR’S OFFICE ONLY