

**Request for Late Withdrawal from a New Brunswick Summer/Winter Session Course for Undergraduate Students in Mason Gross School of the Arts, School of Environmental and Biological Sciences, Ernest Mario School of Pharmacy, School of Business, or School of Engineering**

THIS FORM IS TO BE USED WHEN REQUESTING WITHDRAWAL DURING OR AFTER THE LAST SEVEN CALENDAR DAYS OF YOUR SUMMER/WINTER SESSION COURSE. WITHDRAWAL DEADLINES VARY FOR SHORT COURSES. PLEASE SEE CATALOG FOR MORE INFORMATION. THE REGISTRAR WILL NOT ACCEPT THIS FORM WITHOUT THE REQUIRED SIGNATURE(S).

**STUDENT INFORMATION**  
PLEASE PRINT

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE STUDENT ID# SCHOOL OR COLLEGE

COURSE TITLE \_\_\_\_\_ INSTRUCTOR'S NAME \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ SUMMER/WINTER 200 \_\_\_\_\_

REASON FOR WITHDRAWAL REQUEST: \_\_\_\_\_ YEAR  
 (Attach documentation) \_\_\_\_\_

\_\_\_\_\_  
Student's Signature Date

SIGNATURE 1: \_\_\_\_\_ INSTRUCTOR

- I concur that the student should be withdrawn from this course with a grade of "W"
- I concur that the course should be deleted completely from the record.
- The student should not be withdrawn or deleted from this course, but should receive the following grade: \_\_\_\_\_

\_\_\_\_\_  
Instructors Signature Date

SIGNATURE 2: \_\_\_\_\_ DEAN OF FACULTY (for non-SAS courses only-not required for SAS, School 01, courses)

- I concur that the student should be withdrawn from this course with a grade of "W".
- I concur that the course should be deleted completely from the record.
- The student should not be withdrawn or deleted from this course, but should receive the grade indicated by the instructor.

\_\_\_\_\_  
Dean of Faculty Date

SIGNATURE 1, or 3: \_\_\_\_\_ STUDENT'S DEAN

- The student should be withdrawn from this course with a grade of "W".
- This course should be deleted completely from the student's record.  
(This action may cause a reduction in tuition charges and/or financial aid eligibility.)

\_\_\_\_\_  
Dean's Signature Date



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Ernest Mario School of Pharmacy, and the School of Engineering

Withdrawal is not ordinarily permitted during or beyond the last seven calendar days of a summer/winter session course. Exceptions may be granted when there are verifiable mitigating circumstances.

This form must be circulated for signatures in the prescribed sequence to preserve the provenance of the approvals or denials. The faculty member and dean(s) may confirm a grade already assigned, assign a grade, approve a W grade, or delete the course from the student's record.

1. The student completes the Student Information section of this form and submits to his/her dean with any supporting documentation.
2. The dean forwards the form to the instructor for his/her review and recommendation. The instructor signs the form and returns it to the student's dean. If the instructor has assigned a final grade or wishes to, he/she has the prerogative of denying the request for late withdrawal.
3. If the course is not an SAS course the student's dean forwards the form to the faculty dean for approval of the instructor's recommendation. The faculty dean will then forward the form to the student's dean.
4. If the course is an SAS course step 3 is skipped.
5. The student's dean will review the instructor's recommendation and recommendation of the faculty dean (for non SAS courses), make a determination, sign the form, and forward to the Registrar for implementation. All signatories will be in agreement before the form is sent to the registrar.
6. The dean will notify the student of the decision.
7. If withdrawal is not permitted and a final grade is confirmed you may, if you wish, follow the steps in the grading appeal procedures of your school.

November, 2008  
Summer Session Registrar  
65 Davidson Rd, Busch Campus