

# APPEAL FOR LATE WITHDRAW/AUDIT

RECEIVED



SID label  
office use only

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Office use only

- Use this form to withdraw from an individual class after the last day of student-initiated withdrawals (see Academic Calendar for specific dates)
- Use this form to appeal for late, total withdrawal. Appeals must be received before the deadline (30 class days after the beginning of the next regular semester).
- Use this form to change a course from credit to audit after the deadline

**Check one:**  Single course change  Appeal for semester withdrawal

**Check one:**  Degree seeking  Non-degree seeking

**PLEASE PRINT**

Student Information

Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

UA ID# \_\_\_\_\_

Mailing address \_\_\_\_\_

Evening Phone Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Day Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

*Withdrawals and change to audit, after the last day for student-initiated withdrawals, are allowed for exceptional cases only. Approval is not automatic, and students need to provide evidence to support their request. Acceptable non-academic reasons might include documented family emergency, major employment change, documented medical condition or disciplinary sanctions. Escaping an unsatisfactory grade is not an acceptable reason for seeking a late withdrawal.*

Single course change (enter the information below).

CRN	DEPT	COURSE #	SECTION	COURSE TITLE	AUDIT ✓	WITHDRAW ✓

OR

Appeal for a late withdrawal of **all** of my classes for the following semester:  FALL  SPRING  SUMMER YEAR \_\_\_\_\_

Type of change

**ALSO**

**Complete the following checklist BEFORE signing and submitting this form:**

- I have attached written reason/evidence. *I understand that this form will be returned to me if incomplete and/or submitted without documentation.*
- I have updated my mailing address under the "Personal Information" tab at UA Online ([uaonline.alaska.edu](http://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 a *Request for Exception: appeal for refund* form which can be found at [www.uaf.edu/business/forms](http://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

DEPARTMENT	DEPT SIGNATURE	DATE	CHARGES
1. Financial Aid (Required for all degree seeking students)			
2. Business Office (Required for all)			

*This change is not official until ALL STEPS are completed. Retain your validated copy of all transactions until the end of the semester when you receive your grades. Bring your copy of the transaction with you if you have any questions.*

**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.**

Signatures

STUDENT'S SIGNATURE		Date
ACADEMIC ADVISOR'S SIGNATURE		Date
APPEALS COMMITTEE DECISION	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date
REGISTRAR'S SIGNATURE		

Registrar Office only

Action Taken \_\_\_\_\_

Date \_\_\_\_\_

Initials \_\_\_\_\_