



APPEAL FOR A LATE WITHDRAWAL
(After a Final Grade Has Been Recorded)

Permission to withdraw from a course after a final grade has been recorded may be granted ONLY for circumstances beyond your control (i.e. illness, death in your immediate family, etc.) that limited your ability to perform normally in the course. A statement from you, and documentation verifying the extenuating circumstances, MUST accompany your appeal for a late withdrawal. When this appeal form, statement, and documentation information is received, the Registrar's Office will contact your instructors for more information. Your appeal CANNOT be reviewed until all information (appeal form, statement, documentation, and instructor forms) is received by the Registrar's Office.

PLEASE NOTE: Appeals can be accepted within 60 days of a grade being assigned. Beyond the 60 day timeframe, an exception needs to be granted through the Provost Office before your late withdrawal appeal can be submitted to the Grade Appeal and Program Dismissal Appeals Committee (GAPDAC).

The decision to grant a late withdrawal is made by GAPDAC. ALL DECISIONS OF THE GAPDAC ARE FINAL AND NOT SUBJECT TO APPEAL! Please follow the instructions listed below:

- 1. Complete this form.
2. You must write a statement, explaining the circumstances you experienced. Be sure to sign the statement.
3. Supporting documentation, certifying your circumstances, must accompany your appeal.
4. If your appeal is for a course taken within the past 12 months and your appeal is approved, we will forward a copy to the Accounting Services office for consideration of a tuition refund. If you have questions regarding your tuition refund appeal, please call Accounting Services at (269) 387-4230.
5. Results will be sent to you. Please provide your complete address below. NOTE: Currently enrolled students will be notified through your wmich.edu e-mail account.
6. Please submit your late withdrawal information to:

Office of the Registrar Phone (269) 387-4310
Western Michigan University FAX: (269) 387-3545
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5256

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

WIN or SS Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_ Currently Enrolled Student? YES NO

Semester of Appeal (circle): FALL SPRING SUMMER I SUMMER II Year \_\_\_\_\_

Department Course Number Department Course Number Department Course Number

Results of the Committee are FINAL!
Approved \_\_\_\_\_ Hours Attempted: \_\_\_\_\_
Denied \_\_\_\_\_ Hours Earned: \_\_\_\_\_
Date \_\_\_\_\_ Honor Points/GPA: \_\_\_\_\_
Decision of Accounting Services: \_\_\_\_\_ Date: \_\_\_\_\_
By: \_\_\_\_\_ Credit Hours Approved: \_\_\_\_\_