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**APPEAL FOR A NON-ATTENDANCE WITHDRAWAL**

(Effective Summer I, 2011 and beyond)

Permission to withdraw from a course for non-attendance after the student-initiated withdrawal period has passed may be granted **ONLY** for students who did not **attend, participate or contribute to the course(s) in any way, even once, whether online, traditional lecture or any other method or setting**.

A **statement from you** verifying that you did not attend, participate or contribute to the course(s) in question **MUST** accompany your appeal for a non-attendance withdrawal. This statement may be hand-written on the blank space provided on the second page of this form, included as a separate document or within the body of an email. When the non-attendance appeal form and statement are received, the Office of the University Ombudsman will confirm non-attendance with the instructor(s) of record for the course(s). Your appeal **CANNOT** be reviewed until all information (appeal form completely filled out and statement) is received by the Office of the University Ombudsman. If you do not know the department or course numbers(s) simply write “*all courses*” in the box provided. **International students are strongly urged to meet with the Office of International Admissions and Services for further direction. If you are a financial aid recipient and withdraw from some or all of your classes, the outcomes may include loss of future financial aid eligibility, reduced aid awarded for the semester, or required return of refunded aid. Communication with the Student Financial Aid office is strongly recommended.**

**PLEASE NOTE:** There is no time limit as to how long a non-attendance withdrawal appeal will be accepted after the semester in question has ended, however the Office of Accounting Services upholds a 12-month time limit on potential tuition charge refunds for non-attendance withdrawals. For more information regarding tuition charge refunds please contact the Office of Accounting Services at 269-387-4230 or[**acnt-contactus@wmich.edu**](acnt-contactus@wmich.edu)**.**

The decision to approve a non-attendance withdrawal is made by the Office of the University Ombudsman on behalf of the Grade Appeal and Program Dismissal Appeals Committee (GAPDAC) based on information provided by the student and instructor(s) of record. **Appeals for non-attendance withdrawal will not be approved until non-attendance is confirmed for the entire appeal.**

**Please follow the instructions listed below:**

1. Complete this 2 page form (if appealing for more than one semester a separate form is required for each semester).
2. Write a brief statement explaining that you never attended, participated or contributed to the course(s) in question. **Be sure to sign the statement.**
3. Results of the appeal will be sent to you via the email address you provide below. **Please print your email address legibly.**

Please submit your non-attendance withdrawal information to:

**Office of the Ombudsman** **Office 2420, Faunce Student Services Building**

**Western Michigan University Phone: (269) 387-0718**

**1903 W. Michigan Avenue** **FAX: (269) 387-0716**

**Kalamazoo, MI 49008-5295** [**ombd\_info@wmich.edu**](mailto:ombd_info@wmich.edu)

**Is this grade the result of academic integrity charges? Yes \_\_\_ No \_\_\_ Did you ever attend this course? Yes \_\_\_\_ No \_\_\_\_**

**Have you consulted with Financial Aid? Yes \_\_\_\_\_\_ No \_\_\_\_ N/A \_\_\_ International Student Services? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_**

**Have you previously appealed to withdraw from these courses for this year and semester? Yes \_\_\_\_\_ No \_\_\_\_**

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

WIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Semester (check):  FALL  SPRING  SUMMER I  SUMMER II Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | **Course Number** | **Department** | **Course Number** | **Department** | **Course Number** |
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**Results of the Committee are Final!** Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TWO-SIDED FORM – please turn over***

*Revised with PCC approval: December 2, 2014*

***By Engaging in the non-attendance withdrawal appeal process I give the Office of the University Ombudsman / Western Michigan University permission to share submitted materials with the instructor(s) of record(s) and/or academic departments in question for the course(s). If approved, I give the Office of the University Ombudsman permission to share the results with Registrar’s Office.***

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**Signed Date**