

NDS Late Withdrawal Request

For **Non-Degree Studies** students seeking withdrawals after the official drop deadline.

Notice to Student:

Withdrawal constitutes dropping ALL of your courses for a term. Withdrawals after the official last day to drop a term are granted only when exceptional circumstances exist.

The following items must be submitted to Registration and Records before your request can be considered:

1. A completed copy of this form.
2. A letter from you defending any extenuating circumstances affecting your academic performance.
3. Documentation from others supporting your request. This supporting documentation can include:
 - a.) certification from an appropriate medical professional of medical reasons for a disruption.
 - b.) certification from the instructor that you never attended or participated in class.

Please see the Cashier's website for the Withdrawal Refund Schedule: <http://www.fis.ncsu.edu/cashier/refunds/withdraw.asp>.

(Student ID #)

Name (Last) (First) (Middle)

Email _____ Phone Number _____

Desired Withdrawal Term: _____ (ex. Fall 2009)

Student's Signature _____ Date: _____

Office use only: Letter Support Documentation Instructor Documentation Staff Initials

Withdrawal ("W" Grades? Yes No)

Approved Effective Date ____/____/____ Denied Notes/Reasons: _____

Authorized by _____ Date ____/____/____