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 ____/____/____