

**University of Maine at Machias
Course Withdrawal Request**

Fall Spring Summer Year: 20____
 Date: ____/____/____ ____/____/____ _____ _____
 MM/DD/YY Date of Birth Last Name First Name
 _____ _____ _____ _____
 Class Number Course Code Course Title

Before Withdrawal Deadline:

Withdrawal from a class through the second week after mid-semester is a student's right and does not require faculty consent. Such decisions, however, should include discussion with both the instructor of the course and the student's advisor. **Faculty signatures below** confirm that consultation has taken place.

* * * * *

After Withdrawal Deadline:

If a withdrawal request is being made after the official Withdrawal deadline (60% point of term), the approval of the Vice President for Academic Affairs is required. Students must submit a written request to the VPAA, explaining the extenuating circumstances which have prompted the late withdrawal request. **The written request should be attached to this Withdrawal form.**

Students seeking late permission to withdraw **MUST** also consult with both instructor and advisor. Faculty signatures on this form do not constitute approval, but merely confirm the fact that they have been consulted by the student.

The form when presented to faculty **MUST** include the student's written statement explaining the extenuating circumstances which prevented the student from withdrawing before the withdrawal deadline.

* * * * *

Instructor Comments & Recommendation: _____

 Instructor's Signature Date

Advisor Comments & Recommendation: _____

 Advisor's Signature Date

Decision of Vice President for Academic Affairs: Approve Deny

 VPAA Signature Date