

## INSTRUCTIONS FOR UNDERGRADUATE ADMINISTRATIVE WITHDRAWALS

*[Eastern Michigan University policy provides undergraduates an opportunity to withdraw from individual classes automatically during the first two-thirds of the term. Subsequent to that period, students can withdraw only if they have special extenuating circumstances, of recent occurrence, which clearly prevent them from completing the course in question. Withdrawals are not automatic. The Assistant Director of Academic Advising will review your request to determine whether the reasons and documentation are sufficient.]*

1. Fill out the withdrawal request form (attached). Be aware of the possible implications of withdrawals on financial aid, housing, insurance, and other services. Athletes cannot withdraw without permission from Intercollegiate Athletics.
2. Write a brief explanation of your special circumstances. These circumstances must have occurred since the end of the automatic withdrawal period. Any failure to properly drop or withdraw at an earlier time *will not* be considered sufficient as a reason. Grade performance *will not* be considered a special circumstance.
3. Extenuating circumstances are those that clearly prevent you from completing course work or examinations, or that now prevent you from attending class. Such circumstances usually involve a significant illness, a family crisis, a mandatory change of work schedule, or another type of emergency. Such circumstances must have developed recently, not early in the term.
4. Strong recommendations from instructors and department heads will also be considered as extenuating circumstances, when such recommendations are meant to resolve a significant administrative problem, rather than to address the issue of poor performance alone.
5. Documentation is mandatory. If you do not provide documentation of your circumstances, your request will automatically be denied. Documentation must be from a source other than you and must serve to confirm or verify the circumstances you have described. Documentation must be the original rather than a copy of a document, except for death certificates or obituaries. Usually the documentation will be summary letters from professionals, such as doctors, attorneys, therapists, work supervisors, or clergy; in cases under #4 above, an appropriate letter from faculty or a department head will suffice.
6. Return the form and attached materials to the Academic Advising Center (301 Pierce Hall) by the established deadline (*see box below*). Decisions normally will not be made instantly. You may return the next working day to learn of the decision. Because of federal privacy laws, decisions regarding a withdrawal must only be given to you in person after you have presented proper picture identification.
7. You must continue attending class until a decision has been made. If you discontinue attending class and are not withdrawn, you may risk negative grade consequences, in accordance with attendance and final examination regulations.

**DEADLINE FOR WITHDRAWAL:**

***See Schedule Book for Deadlines***

Eastern Michigan University  
Academic Advising Center  
**UNDERGRADUATE ADMINISTRATIVE WITHDRAWAL REQUEST FORM**

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

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Sect. Number: \_\_\_\_\_

Term: FA WI SP SU Year: \_\_\_\_\_

During the Administrative Withdrawal period, undergraduates may withdraw from individual classes only when special extenuating circumstances exist outside of the classroom, which clearly prevent the student from completing the course work as planned. It is not possible to withdraw based on grade performance. Non-attendance is not considered an extenuating circumstance, nor is an error in withdrawing during the program adjustment period. The form and all attached material must be returned to the Academic Advising Center (301 Pierce Hall) by the established deadline.

Please note that individual class withdrawals may have a significant impact on financial aid, housing, health insurance and other services, especially when such withdrawals bring the total term credits to less than those required to be full-time. Student athletes must contact Intercollegiate Athletics before withdrawing from any classes.

**To submit this request:**

Fill out the top portion completely and accurately. Attach a brief explanation of your circumstances. You must also attach appropriate documentation, usually a letter from a professional source, such as a doctor, lawyer, faculty member, or work supervisor. Documentation must be original and verifiable (include phone numbers). *Falsification of any information on this form or documentation will be considered a violation of the Student Conduct Code and appropriate measures will be taken.*

OFFICE USE ONLY		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Initials: _____
Comments:		
White: AAC	Yellow: Department	Pink: Student