



DIVISION OF GRADUATE STUDIES

APPLICATION TO WITHDRAW LATE FROM CLASSES Filing After College's Deadline

The Faculty Council at Brooklyn College authorizes the Office of the Dean of Research and Graduate Studies to accept applications to withdraw late, after the official deadline, and within one year after the semester in which a student receives a WU grade. You may apply late if you meet the following criteria:

- A situation has arisen, which is beyond your control and it prevents further attendance.
- You can provide documentation to support your claim.
- You are in good academic standing.

Please consult with your instructor or your graduate deputy before taking this important step.

If approval to withdraw is granted you will no longer be enrolled in the class. **You will not be entitled to a refund.**

Applying to withdraw late:

1. Complete the Application **to Withdraw Late**, provided by the Dean's Office.
2. Complete the top section of the **Faculty Evaluation Form**. Ask your instructor complete the faculty evaluation form. If you are withdrawing from more than one course each instructor must complete a separate evaluation form.
3. **Attach a typed and signed statement** clearly explaining the reason(s) for withdrawing. You must have valid reasons, and provide supporting documents. (Example: If you claim illness, bring a letter from your doctor verifying illness; for work related matters, bring a letter from your employer or supervisor.) Submit the completed forms to 3238 Boylan Hall.
4. Please indicate the last date of attendance. This information is now required from all applicants.

Approval to withdraw without academic penalty does not constitute an approval to receive a refund. Please read the refund policy.

Financial aid recipients please consult with the Financial Aid Office. You **financial aid may be terminated** if you withdraw. After the request for withdrawal is approved, you are no longer officially enrolled in the class (es).



Division of Graduate Studies

Faculty Evaluation of Academic Performance

PLEASE PRINT OR TYPE

DATE: _____

TO: Instructor: _____ E-MAIL: _____

Department _____

FROM: Anselma Rodriguez
Coordinator of Graduate Studies

| | Course # | Code | Semester/Year |
|--|----------|------|---------------|
|--|----------|------|---------------|

RE: Petition to Withdraw Late Without Academic Penalty

_____ Soc. Sec. # XXX-XX-_____
Last Name First Name

The above student has requested to withdraw late (after the college deadline) from your course, without academic penalty.
What is your evaluation of this student's academic performance during the semester?

Please indicate below whether or not a test or another assignment has been evaluated for this student as of the last date of attendance. The information provided will help us to determine an appropriate withdrawal grade of W (passing), or WF (equivalent to failure). Your recommendation is very important in this determination.

Last date of attendance _____

Instructor's signature

Date

Please forward this reply to Room 3238 Boylan Hall, as soon as possible



Division of Graduate Studies

REQUEST TO WITHDRAW LATE FROM COURSE (ES)
(AFTER COLLEGE DEADLINE)

PLEASE PRINT OR TYPE

RETURN TO 3238 BOYLAN HALL

DATE _____ / _____ / _____ SEMESTER: _____ YEAR _____

PRINT: L NAME _____ F NAME _____ MIDDLE _____

ADDRESS: _____ SOC. SEC. # XXX-XX-_____

_____ City State Zip Code No.

E-MAIL: _____

_____ TEL. OR CELL NO.

PROVIDE CLASS CODE (CONSULT SCHEDULE OF CLASSES)

| DEPT. | CODE NO. | COURSE # (EX: PSYCH.700) | Last date of attendance |
|-------|----------|--------------------------|-------------------------|
| | | | / / |
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| | | | / / |
| | | | / / |

DO NOT WRITE BELOW THIS LINE

DECISION: APPROVED _____ DENIED _____

_____ COORDINATOR OF GRADUATE STUDIES

| Course # | Original grade | New grade |
|----------|----------------|-----------|
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