

Policy Agreement for Late Withdrawals – Complete One Form Per Course

A student may request a late withdrawal through the Office of the Registrar when an extraordinary circumstance prevents withdrawal from a course by the established deadlines.

Failing a course is not an appropriate reason to seek a late withdrawal. Students who are failing a course should follow the "Repeating Courses" policy stated in the catalog.

Students seeking a total medical withdrawal should contact the Office of Health & Counseling Services 217-581-3413.

The deadline for submitting a late withdrawal is March 15th for the immediately preceding fall semester and October 15th for the immediately preceding spring or summer semester.

Procedures for Submitting A Late Withdrawal Requests

- The submission of the Late Withdrawal request form does **not** guarantee that the withdrawal will be approved.
- Obtain recommendation and signature from the instructor of the course and the department chair.
- Return the completed forms and supporting documentation (if applicable) to the Office of the Registrar, 1220 Old Main. You may fax to (217) 581-3412, scan or take legible photo with phone/tablet and email to registration@eiu.edu.
- Upon receipt of the completed forms, the Registrar will determine whether granting of the late withdrawal is consistent with applicable policy. The determination will be sent to the student's EIU e-mail account.
- If the student wishes to appeal the Registrar's decision, upon request, the Office of the Registrar will forward the Registrar's determination of Late Withdrawal requests to the Appeal Committee, whose decision is final and not subject to further appeal. Appeals must be requested no later than one year from the close of the term in which the course was taken.

The Late Withdrawal request will not be processed without a signed policy agreement.

Course to be considered for a late withdrawal for: the SP_____ (year) FA_____ (year)SU_____ (year)

Course Prefix & Number _____ CRN# _____

Or All Courses for the term ____

I understand that:

- **Submission of the Late Withdrawal request form does not guarantee the withdrawal will be approved**
- **The non-refundable Late Withdrawal request fee is \$25 per credit hour with a maximum of \$100 per request. The Late Withdrawal request fee is not contingent upon approval of the request.**
- **The Registrar's/Appeal Committee's decision will be sent to my EIU e-mail account**

Student Signature _____ E# _____ Date _____
(hand written signature is required)

Office Use:

Late withdrawal request fee amount to be added to the student's account _____

Revised

LATE WITHDRAWAL REQUEST

Student's Name: _____ E # _____

Contact Telephone # _____ EIU email: _____

I am requesting late withdrawal from _____ department/course/section CRN# _____ taken _____ semester/year

Or all courses for the term _____

Explanation of extraordinary circumstances or a documented illness that prevented your from dropping by the drop deadline. (print clearly or attach a typed statement):

Student's Signature: _____ Date: _____

Office Use:

Instructor Information

Last Date Student Attended: _____

[] Never attended this class.

[] Recommend

[] Do not Recommend

Instructor's Recommendation: _____

Instructor: _____
Instructor's Signature Date

Chair Recommendation

Chairperson of the department in which the course is offered:

[] Recommend

[] Do not Recommend

Reason for Recommendation: _____

Dept Chair: _____
Dept Chair's Signature Date