



**III. STUDENT SECTION – CONTINUED**

**EXTENUATING CIRCUMSTANCES WHICH JUSTIFY WITHDRAWAL REQUEST**

(Attach appropriate documentation or give name of individual who can verify circumstances – i.e., physician, employer, etc. If your reasons are of a very personal nature, you may wish to state those reasons verbally to the dean or designee.)

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Additional information: Have you discussed your situation with the course instructor?

When? \_\_\_\_\_

Have you attended class regularly? \_\_\_\_\_ Have you taken all regularly scheduled exams? \_\_\_\_\_

Have you discussed your situation with your academic advisor? \_\_\_\_\_ What are your exam/project grades? \_\_\_\_\_

What is your advisor's name? \_\_\_\_\_

The above statements are true and accurate to the best of my knowledge.

Signed: \_\_\_\_\_  
Student's signature Date

**IV. FOR INSTRUCTOR'S USE**

Has the student discussed his/her performance in the course with you, with a view toward completion of the course? \_\_\_\_\_

Has the student's attendance record been satisfactory? \_\_\_\_\_

At this point, what is the student's grade in the course? \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Instructor's signature Date

**V. FOR DEAN'S USE**

If withdrawal is approved, complete below.

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Grade Assigned W WF (Check One)

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

WITHDRAWAL REQUESTS SHOULD BE DIRECTED TO THE FOLLOWING:

UNDECLARED (or Academic Focus Area) STUDENTS	<b>Dr. Stacy Onks</b> 212 Carrier Center (D.P. Culp Center)	423-439-5244
COLLEGE OF ARTS AND SCIENCES	<b>Dr. Martha Michieka or Designee</b> 222-N Carrier Center (D.P. Culp Center)	423-439-6945
COLLEGE OF BUSINESS AND TECHNOLOGY	<b>Dr. Jill Hayter</b> 213 Sam Wilson Hall	423-439-6984
CLEMMER COLLEGE	<b>Ms. Kelly Mitchell or Designee</b> 322 Nell Jennings Dossett Hall	423-439-7628
COLLEGE OF CLINICAL AND REHABILITATIVE HEALTH SCIENCES	<b>Ali Williams</b> 436 Lamb Hall	423-439-5052
COLLEGE OF NURSING	<b>Dr. Whitney Tisdale</b> 2-230 Roy S. Nicks Hall	423-439-4578
COLLEGE OF PUBLIC HEALTH	<b>Dr. Taylor Dula</b> 252 Lamb Hall	423-439-4826
SCHOOL OF CONTINUING STUDIES AND ACADEMIC OUTREACH	<b>Dr. Jill LeRoy-Frazier</b> 317 Nell Dossett Hall	423-439-4223
GRADUATE SCHOOL ( <i>all graduate level students</i> )	<b>Dr. Karin Bartoszuk</b> 311 Yoakley Hall	423-439-4221