



**COLLEGE OF ARTS AND SCIENCES (CAS)
 APPEAL FOR LATE WITHDRAWAL
 WITHOUT ACADEMIC PENALTY**

Part 1: To be completed by student. Complete student information below and attach the following:

1. Letter stating special circumstances leading to late withdrawal.
2. Supporting documentation (i.e., documentation from health care provider, employer, law enforcement, etc.).
3. Fill out the top part of Page 2 (CRN, Course Prefix & Number, Semester, and Instructor) for each CAS course you would like to be considered for this appeal.
4. After completing Part 1, please return the forms to the CAS Advising. You may:
 - a. Drop the forms off at Whitaker Hall, room 228
 - b. Fax the completed packet to 239-590-7200, or
 - c. Mail the information to:

College of Arts & Sciences Advising
 Whitaker Hall, FGCU
 FGCU Blvd.
 Ft. Myers, FL 33965

Part 2: To be completed by Faculty/Staff.

Part 1: To be completed by student

 Identification Number Name (First, M.I., Last)

 Street Address

 City State Zip

 Daytime Phone Evening Phone FGCU E-mail Address

I give my permission for my supporting documentation to be reviewed by the professor who taught this course, the division chair, and the dean's level.

I give my permission for my supporting documentation to be reviewed only at the dean's level.

 Student Signature Date

CRN _____ Course Number _____ Semester _____

Instructor _____

Part 2: To be completed by faculty

Approve Deny _____
CAS Faculty Affairs Committee Date

Comments (or attached statement): _____

Approve Deny _____
Associate Dean, College of Arts & Sciences Date

If approved, date sent to Registrar: _____

If denied, date notified Student: _____

Date entered into Banner: _____