



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, Instructor and Last Date of Attendance) 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 Deans' Suite. You may:
 - a. Drop the forms off at AB7, room 417
 - b. Fax the completed packet to 239-590-1576, or
 - c. Mail the information to:
 College of Arts & Sciences, Deans' Suite
 AB7, FGCU
 FGCU Blvd.
 Ft. Myers, FL 33965

Part 2: To be completed by Faculty/Staff.

Part 1: To be completed by student

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

Street Address

City State Zip

Phone @eagle.fgcu.edu
FGCU E-mail Address

Check one:

- I give my permission for my supporting documentation to be reviewed by the professor who taught this course, the Office of the Registrar, and the CAS Student Affairs Committee at the dean's level.
- I give my permission for my supporting documentation to be reviewed only at the dean's level.

Student Signature Date

