Syracuse University

Office of the Registrar   Appeal to Late Withdraw from a Class

Classes from which students withdraw remain on the transcript record with the grading symbol WD. The WD does not calculate toward the grade point average, however, it may impact *satisfactory academic progress*. Students should contact the Office of Financial Aid for any impacts.

Please note: This is a request for review and decision; approval is not guaranteed. You should continue to attend your course(s) until you receive a decision. Refer to your home school, college or graduate department for required signatures.

Student Information

Name   SUID   SU email

Class Information

Find this information in MySlice > Student Home > Class, Dates and Deadlines

Term   Year   Session

Subject/ Catalog Number   Class Number (5 digits)   Section

Please provide a summary with circumstances justifying the reason for the class withdrawal request with an explanation of why University policy and/or procedure could not be completed by the associated deadline. **Attach supporting documentation to be considered**.

Instructions

Most completed forms and documentation with necessary signatures can be submitted via syr.edu email to the Office of the Registrar at registrar@syr.edu or by the designated OnBase scan queue.

All **College of Professional Studies students** should submit via syr.edu email to bursareg@syr.edu.

All **Syracuse Abroad students** should submit to the academic office of their international Center or to the Syracuse Abroad Registration Office at syrabroadreg@syr.edu.

Signatures

Student   Date   Instructor   Date

Advisor   Date   Department Chair   Date

School/College or Graduate Office   Date

Late Withdraw Appeal Committee:

Approved   Denied

Committee Remarks

University Registrar   Date