University of Maine at Machias
Course Withdrawal Request

Date: ___/___/___  __ __ /__ __ / __ __  __________ _____________________ 
MM/DD/YY  Date of Birth   Last Name     First Name

Class Number  Subject & Course #  Course Title

Before Withdrawal Deadline:

Withdrawal from a class through the end of the withdrawal period is a student’s right and does not require faculty consent. Such decisions, however, should include discussion with both the instructor of the course and the student’s advisor. **Faculty signatures below** confirm that consultation has taken place.

After Withdrawal Deadline:

If a withdrawal request is being made after the official Withdrawal deadline (75% point of term or session), the approval of the Vice President for Academic Affairs is required. Students must submit a written request to the VPAA, explaining the extenuating circumstances which have prompted the late withdrawal request. **The written request should be attached to this Withdrawal form, which should be returned to the Registrar’s Office.**

Students seeking late permission to withdraw MUST also consult with both instructor and advisor. Faculty signatures on this form do not constitute approval, but merely confirm the fact that they have been consulted by the student.

The form when presented to faculty MUST include the student’s written statement explaining the extenuating circumstances which prevented the student from withdrawing before the withdrawal deadline.

Instructor Comments & Recommendation: _____________ ____________________________________ 
___________________________________________________ ________________________________ 
___________________________________________________ ________________________________ 
___________________________________________________ ________________________________ 

Advisor Comments & Recommendation: _______________ ___________________________________ 
___________________________________________________ ________________________________ 
___________________________________________________ ________________________________ 

Decision of Assistant Provost for Academic Services:   □ Approve   □Deny

VPAA’s Signature   Date

Notification:  Student   Advisor    Financial Aid Office  
Instructor  Business Office   VA Representative  
8/18/2017