

Administrative Adjustment Policy

In certain extenuating circumstances that occur outside the normal policies and deadlines of the University, discretionary drop/withdrawals may be granted. A student must petition the Office of the Registrar within one year of the term for which the adjustment is requested. The student must provide a written statement explaining why an administrative adjustment is requested. This written statement must include dates of financial request, documentation supporting the explanation, and a completed Request for Drop/Withdrawal Form or Withdrawal Form as appropriate.

Permission for an exception from published policies and deadlines is not automatic, and each request receives consideration based on the student's extenuating circumstances as presented.

A Personal Written Statement must accompany this petition.

On a separate sheet of paper please identify