

University of South Carolina Upstate POST – SEMESTER (RETROACTIVE) Extenuating Circumstances Withdrawal Form

Used after the last day of class. Must be from all classes.

1. Student Section		
Student's Last Name	First Name	Middle initial
_____	_____	_____
Student VIP Number	Date	
_____	_____	
Semester and Year	School or College	Major
_____	_____	_____
Reason for Request: _____ (attach documentation)		

Student's Signature: _____		

2. Dean Section	
Based on the information presented to me, it is my judgement that the instructors may grant a grade of W provided that the student was doing satisfactory work.	
_____	_____
Signature of Dean	Date

3. Instructors Section
The dean must sign section 2 prior to the assignment of a grade by faculty

Course Department	Course Number	Section	Instructor of Record	Faculty Signature	Faculty Check One
					W () WF ()
					W () WF ()
					W () WF ()
					W () WF ()
					W () WF ()
					W () WF ()
					W () WF ()

4. Records Section:
Date Received: _____ Staff: _____