

REQUEST FOR LATE CLASS WITHDRAWAL SIGNATURE FORM

- Complete the student sections of this form and obtain the signatures as required (instructor and others on page 2: financial aid, veteran, international, athlete, campus housing)
- Go to www.govst.edu/withdrawing and complete the Request for Late Class Withdrawal Form and upload this form no later than the last day of the semester in which the class(es) is/are scheduled.

Name _____ Student ID _____

Completed by student		To Be Completed by Course Instructor				
Term & year	Subject, Crse # & Sec. (ENGL-1000-01)	Instructor Signature*	Students Last date of academic participation. If 'never attended' use "NA".	Support (S) or Do Not Support (D)	Final exam, paper, or project submitted (Y, N, N/A)	
1.						
2.						
3.						
4.						
6.						
7.						
8.						

*signature from Division Chair is acceptable if instructor is not available

Comments from the Instructor(s) if any.

 Instructor 1

 Instructor 2

 Instructor 3

 Instructor 4

 Instructor 5

 Instructor 6

 Instructor 7

 Instructor 8

If a student meets any of the following criteria, they must submit this form with the Request for Late Course Withdrawal Form confirming they have consulted with the relevant offices regarding the impact of the course withdrawal. If a student is unable to meet with an office in person, please contact the office directly for accommodations.

Note: This form and any supporting documentation must be uploaded to the Request for Late Course Withdrawal Form **NO LATER THAN THE LAST DAY** of the current semester in which the class(es) is/are scheduled.

FINANCIAL AID OFFICE

Students receiving financial assistance **MUST** contact the Financial Aid office prior to dropping a course or withdrawing from the University to determine the effect on the student's financial aid award for the semester.

Campus Location: D1413; Email: faid@govst.edu; Phone: 708.534.4480

Representative of Financial Aid Office (please print name): _____ Date: _____

Signature: _____

INTERNATIONAL STUDENT SERVICES

International students with an F1 or J1 visa whose course drop or withdrawal will result in less than full-time enrollment must obtain advising from the Office of International Services.

Campus Location: GMT Building, Room 168; Email: ois@govst.edu; Phone: 708.235.7611

Representative of Office of International Services (please print name): _____ Date: _____

Signature: _____

VETERANS RESOURCE CENTER

Students receiving Veterans Benefits **MUST** contact the Veterans Resource Center.

Campus Location: GMT Building, Room 160; Email: veterans@govst.edu; Phone: 708.235.2223

Representative of the Veterans Resource Center (please print name): _____ Date: _____

Signature: _____

STUDENT ATHLETE

Student athletes who drop below full-time must obtain advising from the Athletics Director or Coach.

Campus Location: A-2108; Email: abates99@govst.edu; Phone: 708.235.7431

Representative of Athletics: (please print name): _____ Date: _____

Signature: _____

UNIVERSITY HOUSING

To live in on-campus housing students must be enrolled in at least 6 credits in the semester or 3 credits in summer term. Contact the Office of Auxiliary Services and University Housing. Campus Location: C-1330; Email: housing@govst.edu; Phone: 708.235.7110

Representative of University Housing: (please print name): _____ Date: _____

Signature: _____