Procedure for an Appeal for Late Withdrawal

After the Monitored Withdrawal deadline has passed, students may appeal to withdraw from a course by submitting an Appeal for Late Withdrawal.

- All appeals for late withdrawal must be for non-academic reasons, i.e. medical or family emergencies. If you are trying to withdraw without extenuating circumstances, your appeal will be denied.
- Appeals must be submitted to the Dean’s Office of the school offering the course, regardless of the student’s home school.
  - Appeals for CGS courses should be submitted to 1400 Posvar Hall.
  - Appeals for Dietrich School courses should be submitted to 140 Thackeray Hall.
- The appeal requires information on the class, including class number, catalog/course number, subject, and course title. This information can be found in your Student Center/Peoplesoft.
- The signature of the instructor – or an email from the instructor indicating the date of last attendance, grade earned, and acknowledgement of your withdrawal – is required. You must print and attach copies of the emails.
- Attach a typed statement explaining the extenuating circumstances which you feel merit consideration of withdrawal beyond the deadline. Please provide relevant documentation, such as a certification from a doctor, hospital receipts, an obituary, etc.
  - Please address the documentation and the letter to the Assistant Dean (of the School offering the course).
  - Please sign and date each document.
  - Please include your Peoplesoft ID and your University of Pittsburgh email address on each submitted document.
- You will be notified of the Assistant Dean’s decision via your student email account.
- Appeals for late withdrawal must be submitted before the end of the 13th week of the semester. After the 13th week, students can only appeal to withdraw from the entire semester.
  - Students submitting appeals for late withdrawals from past semesters can only appeal for withdrawal from all classes.

Checklist:

- Late withdrawal form including all required information on the course.
- Email from instructor indicating last date attended, grade, and acknowledgement of withdraw if they did not sign and include this info on the withdrawal form.
- Documentation of extenuating emergency circumstances, signed and dated by the student.
- Letter of appeal written by the student explaining the reasons for the withdrawal, signed and dated, addressed to the Assistant Dean.