



University of Pittsburgh

College of General Studies

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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.