

## EXCEPTION TO THE DROP/WITHDRAWAL DEADLINE

***Students are advised to continue attending classes until any exceptions are reviewed and a decision has been communicated.***

An exception to any deadline will be reviewed for extenuating circumstances. When submitting an exception form it must be complete with a detailed explanation of the rationale along with the appropriate supporting documentation.

Supporting documentation MUST identify date(s) of occurrence which supports an exception according to the CMU deadlines.

Examples of supporting documentation to submit with your request:

- Doctor or Hospital statement showing dates and circumstances
- Obituary or death notice
- Email from Staff or Faculty if error caused by CMU

Examples of some circumstances in which a request may not be approved:

- Lack of awareness regarding deadlines
- Changing a major or minor
- Dissatisfaction with an instructor
- Poor academic performance
- Academic or work overload
- Inability to pay for the course

***It is important to recognize that dropping or withdrawing from a course or courses could have a major impact on your financial aid, military benefits, athletic eligibility, or other benefits. Please contact the appropriate departments for the course of action that is most appropriate for your individual circumstance.***

Students will be notified of a decision or if there is a need for additional documentation within a reasonable timeframe following receipt of request form and accompanying documentation.

Send Exception to the Drop/Withdrawal Deadline Form and documentation to:

Registrar's Office Warriner Hall 212

or

Email to: [records@cmich.edu](mailto:records@cmich.edu)



## EXCEPTION TO THE DROP/WITHDRAWAL DEADLINE

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Semester classes are in \_\_\_\_\_ Year classes are in \_\_\_\_\_

Course (Ex: MTH)	Course Number (Ex: 105)	Credit Hours (Ex: 3)	Course Section Number (Ex: 22312345)	Course is considered		Last date you Attended Course
				On-Campus X	Online/Global X	

**\*BEFORE AN EXCEPTION TO THE DROP/WITHDRAWAL DEADLINE CAN BE REVIEWED**

**You MUST GIVE A DETAILED EXPLANATION BELOW AND ATTACH SUPPORTING DOCUMENTATION**

Date \_\_\_\_\_

Student Signature \_\_\_\_\_ *(By signing above or emailing from my CMU email I give authorization to verify this information is correct)*

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature of processor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

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