



Request for Administrative Withdrawal

Completed forms can be emailed to: registrar@wallacestate.edu , mailed to P.O. Box 2000, Hanceville, AL 35077, or submitted in person to Lion Central.

Students' Name: _____ Date: _____

Student Number: _____ Phone #: _____

Address: _____
_____ Email: _____

Semester requesting Administrative Withdrawal: _____

Course(s) requesting Administrative Withdrawal:

Reason for requesting Administrative Withdrawal:

Students must provide documentation to support extenuating circumstances that prevented dropping classes prior to the published last day to withdraw from classes. If approved, the student will receive a "W" for the requested withdrawn course(s). An Administrative Withdrawal will not alleviate any outstanding financial obligation to the college. This request will not be processed if proof of extenuating circumstance is not attached.

Students' Signature

For college use only: Approved _____ Denied _____

Registrar Signature: _____ Date: _____

Notes: _____

