

APPEAL TO REQUEST RETROACTIVE NON-ACADEMIC WITHDRAW
UNDERGRADUATE EDUCATION

Requests for non-academic withdraw should be made up to 8 weeks after the end of the semester requested. This form is only necessary if it is currently more than 8 weeks after the end of the semester requested. It is the student's responsibility to read and understand all of the policies related to the exemption they are seeking, to submit all information in a timely manner, and to be aware of any and all deadlines that could be affected by the decision.

<https://catalog.utdallas.edu/2018/undergraduate/policies/registration#nonacademic-withdrawal>

I. Procedure

- a. Students should complete this form with an explanation of the circumstances to be considered for exceptional consideration.
- b. Any supporting materials that the student believes relevant and would like the Office of Undergraduate Education to consider should be attached to this form.
- c. The complete form, an unofficial transcript, and any additional supporting materials should be submitted to the Office of Undergraduate Education (FO 2.710) for consideration.
- d. Any appeal of this policy requires the signature of the advisor, advising director, and Associate Dean of Undergraduate Education in that school before the Dean of Undergraduate Education will consider the appeal.

II. Notification

- a. The student will receive written notification of the Office of Undergraduate Education's decision within 20 working days after submission of a completed appeal.
- b. Notification will be provided via email to the student's UT Dallas email address. If the student is no longer active at UT Dallas an email will be sent to the email address provided.

III. Appeal

- a. Any appeal of the Dean of Undergraduate Education's decision is in accordance with the policies identified in the UT Dallas Undergraduate Catalog.

NAME:
UTD ID:
MAJOR:
ADDRESS:
EMAIL:
<i>*Write your UT Dallas email if active*</i>
PHONE #:
<p>This appeal is a request for the Undergraduate Dean to waive the non-academic withdraw deadline. Explain the reasons for missing the deadline to request a non-academic withdraw. This may or may not be the same as the reasons for wanting a non-academic withdraw. Please limit your response to just the reasons for missing the deadline.</p>

I have read and understand all of the policies related to the exemption that I am seeking. I certify that the information provided with this appeal is complete and accurate. I understand that providing false or misleading information may result in a referral to the Dean of Students and Judicial Affairs.

Student Signature: _____ Date: _____

Advisor has reviewed form and documentation:

Advisor Name (please print): _____

Advisor Signature: _____ Date: _____

Advisor Extension: _____

Would like to be notified once form is processed? (Y/N) _____

Advisor remarks:

Advising Director has reviewed form and documentation:

Director Signature: _____ Date: _____

Director Extension: _____

Would like to be notified once form is processed? (Y/N) _____

Director remarks:

Associate Dean has reviewed form and documentation:

Associate Dean Signature: _____ Date: _____

Associate Dean remarks:

Undergraduate Dean (or designee) has reviewed form and documentation:

Approved _____ Not approved _____

Dean signature: _____ Date: _____