

**The Graduate School**  
**The University of Tennessee at Chattanooga**

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**Request for Exception to Withdrawal/Drop Deadline**

UTC ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number where you can be reached: \_\_\_\_\_

Were you receiving financial aid and/or scholarship for the term in question:                      Yes                      No

Term: \_\_\_\_\_

<u>Course Number and Section</u>	<u>Course Title</u>	<u>Instructor</u>

**INSTRUCTIONS FOR COMPLETING THIS FORM**

- Attach a detailed written explanation that includes specific reasons for the request to this form.
- **Official** documentation supporting your request must be attached. (An example of official documentation would be a letter from your doctor that includes dates of treatment/illness and/or hospitalization, affect of illness upon class attendance or ability to function.)
- Submit the completed form to The Graduate School Office:  

The University of Tennessee at Chattanooga  
The Graduate School (Dept 5305)  
615 McCallie Avenue  
Chattanooga, TN 37403-2598
- The Graduate School Office will then communicate with each faculty member and other University offices involved. A decision will be made based upon the information submitted by the student and the information provided by the faculty and staff.
- The Financial Aid office will be advised of this request and must sign-off on the drop form if financial aid had been received for the term in question prior to processing the request. The withdrawal may impact financial aid awards and the student is responsible for contacting the Financial Aid Office for specific details.
- You will be notified in writing of the decision at the e-mail address submitted on this form.

**RESULTS**

\_\_\_\_\_  
\_\_\_\_\_

The Graduate School \_\_\_\_\_ Date: \_\_\_\_\_

The Graduate School (Dept 5305) • 423-425-4666 • 615 McCallie Avenue • Chattanooga, TN 37403

[www.utc.edu/GraduateSchool](http://www.utc.edu/GraduateSchool)