

**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: \_\_\_\_\_

Daytime Telephone number where you may be reached: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Course Number	Section	Title	Instructor

**INSTRUCTIONS FOR COMPLETING THIS FORM**

**Attach:**

1. Detailed written explanation that includes specific reasons for the request to this form.
2. 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, Race 104  
Chattanooga, TN 37403

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 the request and must sign-off on the drop form if financial aid has been received for the term in questions prior to processing the request. The withdrawal may impact financial aid awards and the student is responsible for contacting the Finance Aid Office for specific detail.

**Results:**

\_\_\_\_\_

\_\_\_\_\_

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