

College of Arts and Sciences

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

PHONE: 410-455-2386
FAX: 410-455-1095
VOICE/TTY: 410-455-3233
www.umbc.edu

MEMORANDUM

TO: All Faculty, Staff and Students in The College of Arts & Sciences

FROM: Victor G. Wexler
Associate Dean
College of Arts & Sciences

RE: Requests for Retroactive Course Withdrawal or Registration

DATE: August 22, 2003

The Dean's Office in the College of Arts and Sciences will consider requests for late or retroactive withdrawal under the following circumstances:

1. Serious and prolonged illness as certified in writing by a doctor.
2. Written evidence of traumatic events such as serious accidents or death in the immediate family.
3. An error in electronic registration certified by University Computing.
4. Any request for course withdrawal after the deadline requires the written approval of the instructor even if the student never attended the class.
5. Any request for late or retroactive registration must be approved in writing by the instructor.
6. All requests must be made to the Dean in writing after the appropriate documentation is obtained.