

Sample Late Drop/Withdrawal Letter of Appeal:

May 30, 2022

Dear Dean of the Henson School,

I am petitioning for a retroactive late drop of BIOL 201-510 taught by Dr. Erickson and CHEM 121-010 taught by Dr. Habay from the Spring 2022 semester. I suffered a severe concussion early in the semester, and my left patella was broken in several places (medical documentation has been forwarded to SU Cares for review). Since the accident, I underwent two surgeries to rebuild my kneecap and another operation to remove the hardware. As a result, I have been unable to attend classes since the beginning of the semester and will not be able to continue for the rest of the semester.

The accident happened on the last date of Add/Drop week, so I could not drop the courses via GullNet. However, I can complete MKTG 426 and 428 from home because my instructors can provide virtual instruction. I cannot complete BIOL 201 and CHEM 121 because both courses require a lab component, which I cannot attend due to space in the labs—thus, my reason for being selective in asking for a retroactive late drop of these two courses.

This letter serves as my formal petition for a retroactive late drop from the two courses and my explanation of the circumstances. Thank you for your consideration.

Sincerely,
Student Name
(Student ID#)