



Office of Advising

RETROACTIVE OFFICIAL WITHDRAWAL AND CHARGE DELETIONS Last Date of Attendance Form

Any Hunter student, who wishes to withdraw officially, or to delete a course under special circumstances, must submit an electronic retroactive withdrawal or charge deletion appeal. More information and link to upload may be found at <https://www.hunter.cuny.edu/students/registration/register-for-classes/withdrawal-charge-deletion-faq/>

Please note: Withdrawing from or deleting a course can have serious consequences-especially for a student who receives financial aid, lives in a residence hall, participates in a varsity or junior varsity sport, or must maintain F-1/J-1 full-time status.

STATEMENT OF LAST DATE OF ATTENDANCE Verification by course instructor

Instructions for the Student: Please fill out your Name, EMPL ID and Course number, then upload the form to the electronic charge deletion or retroactive withdrawal appeal system <https://www.hunter.cuny.edu/students/registration/register-for-classes/withdrawal-charge-deletion-faq/>

Instructions for the Course Instructor: Please provide the requested **last date of attendance** for the student listed below, your name, signature, and affix the department stamp. (**Please note:** this form will not be processed without the department stamp on the bottom.)

Student's Name: _____

Student's EMPLID: _____

Student's Hunter E-mail: _____ @ myhunter.cuny.edu

Course Name & Number: _____

Semester: __Fall __Winter __Spring __Summer Session ____ (Indicate which Summer Session) Year _____

Instructor's Name: _____

Instructor's Signature: _____

Instructor's Comments: _____

Last Date of Student's Attendance: _____

Department Stamp: