



## Petition for Late Withdrawal

Students wishing to withdraw from a course(s) once the official university drop/withdrawal period in CampusNet has expired must submit this Petition for Late Withdrawal. Students wishing to withdraw should consider the impact (academically and financially) that course withdrawal may have on academic standing and as well as their financial aid (sponsored, loans, scholarships, etc.). Generally, students are required to complete at least 67% of their enrolled courses each term to remain compliant with both academic and financial policies.

### Required for Petition:

- Completed Petition for Late Withdrawal
- **Typed** statement from the petitioner describing the circumstances which prevented withdrawal from the course(s) before the official university deadline. **Poor academic performance in a course(s) is NOT grounds for late withdrawal. Selective late withdrawal requests in which it is clear that the withdrawal is only in courses with poor academic performance will not be granted.** Approvals typically involve unforeseen circumstances which interrupted academic study. Students must clearly state why they are unable to withdraw from the course prior to the University-established deadline. *See Sample.*
- Statements from the instructor(s) of the course(s)—attach a separate statement(s). **Instructors must provide information regarding the student’s current course grade and/or course progress.** *Not required if the withdrawal is for a semester which has already concluded.*
- Supplemental documentation of extenuating circumstances (e.g. medical documentation, legal documentation, etc.)
- Meet with your academic advisor (advisor will supply a memo to accompany your petition)

*The Petition for Late Withdrawal refers only to the academic transcript, and does not release students from the financial obligations related to the course(s) listed below. Inquiries related to financial aid should be directed to All-In-One Enrollment Services/Campus 411.*

Name	Student ID #			
Street Address	Apt.	City	State	Zip
Email	Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Semester/Year of Requested Withdrawal**  Fall 20\_\_\_\_\_  Spring 20\_\_\_\_\_  Summer 20\_\_\_\_

*Requests for late withdrawal should be filed within one academic year of when the course was taken.*

*Exceptions to this must document extenuating circumstances noting why the petition was not submitted earlier.*

**Requesting withdrawal from ALL courses taken during the semester listed above?**  Yes  No

**If “No” is selected above, list below ONLY the courses(s) for which a late withdrawal is requested (listed by department and course number, i.e., MTH 181, ESC 282...)**

\_\_\_\_\_

*With my signature, I hereby authorize the College Undergraduate Petitions Committee to review any pertinent records. I also affirm that to best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.*

Student Signature

Date

\_\_\_\_\_ Completed petitions must be turned into the Washkewicz College of Engineering Dean’s Office or submitted online. Petitions will be reviewed for accuracy and completion by the advising staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Undergraduate Petitions Committee. Submission does not constitute a guarantee of approval.

Please note, the Undergraduate Petition Committee holds only a few meetings each semester.