



University of Massachusetts Amherst
 Social and Behavioral Sciences Advising Center
 128 Thompson Hall
 413.577.1057 (phone); 413.545.3460 (fax)
 sbsadvising@sbs.umass.edu

**UMASS
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Late Course Withdrawal Petition

Instructions:

Bring this completed form, with documentation, to the Social and Behavioral Advising Center, 128 Thompson Hall. To withdraw from all classes in a term, use a University Withdrawal Form.

Poor academic performance per se does not constitute grounds for a late course withdrawal, regardless of whether a course is a requirement or an elective; for this reason, the University has a repeat course policy. Furthermore, instructors cannot grant permission for late withdrawals.

If you have any questions about what information, details and/or documentation to provide, please ask for assistance.

1] Student Information

Name _____ Email _____

Local Address _____

Phone _____ Expected Grad Date _____

Major _____ SPIRE ID Number _____

2] Course Information

Department and Course # _____

Term and Year _____ Instructor _____

On a separate sheet of paper, provide an explanation for requesting a late course withdrawal. You may use additional sheets if necessary.

Grounds for late course withdrawals: The following may be acceptable grounds for a late course withdrawal; documentation is required. Check all that apply:

- Never Attended, or Ceased to Attend by Withdrawal Deadline (Attendance and Performance Verification Form required. Student completes top portion; instructor completes the remainder and submits to SBS Advising Center.)
- Personal or Family Illness (Medical documentation required.)
- Personal or Family Difficulties (Documentation from a counselor, therapist, family member, or other individual familiar with the circumstances required.)
- Disability (Documentation of disability required.)
- Academic Mis-advising or Misunderstanding (Written statement from advisor or instructor required.)
- Other (Be specific; appropriate documentation required.)

Student Signature _____

Dean's Decision Approve / Deny / Table Date: _____

Deans Comments: _____

