LATE COURSE WITHDRAWAL PETITION GUIDELINES

INSTRUCTIONS:
(1) Complete sections 1 & 2 of the petition form.
(2) Provide a personal statement for your request—Explain why you missed the deadline and believe you should be granted a late course withdrawal.
(3) Provide documentation of your extenuating circumstances (see ** below).
(4) An Attendance & Performance Verification Form will be needed to complete your petition, and
(5) Submit all materials to the Dean’s Office at Pre-Major Advising Services.

NOTE: An instructor’s recommendation is not a sufficient reason to approve a late course withdrawal. If you have questions about what information and/or documentation to provide, please ask a PAS staff member for assistance. Verification of the Dean’s decision will be emailed to you, typically within one week.

UNIVERSITY REGULATIONS:
(1) Through the first fourteen days of the semester, students may drop courses with No Record through the SPIRE system.
(2) From the fifteenth day of the semester through the mid-semester date, students may drop courses with a “W” by obtaining an instructor’s signature on a four-part Course Change form and returning the completed form to the Office of the Registrar by the deadline.
(3) After the mid-semester deadline, an academic dean can grant a student permission to withdraw from a course with a “W” when documented extenuating circumstances beyond the student’s control have interfered with his/her ability to complete the work in the course, NOTE: Poor academic performance does not constitute grounds for a late course withdrawal.

**DOCUMENTATION:
Supply documentation with this petition (or indicate how it will be sent) to Pre-Major Advising Services. Examples of appropriate documentation:

(1) Personal illness: Information on the severity of the illness and dates of treatment from your personal physician (If you were treated at University Health Services, obtain a Medical Verification form in 615 Goodell, complete your part, and submit the form to the UHS Records Department—If you were treated elsewhere, your health care provider should send a letter on official stationery).

(2) Personal and/or family problems: Description of the problem from a counselor, Dean of Students, Clergy, family members (If you were treated at Mental Health Services, you should sign a Release of Information form in 127 Hills North. The Dean will call the MHS Director to confirm whether or not there is support for your request for special consideration—No information about your condition will be released).