

Late Course Withdrawal Petition

Bring this completed form, with documentation, to 120 Furcolo Hall. If you wish to withdraw from all classes in a term, use the University Withdrawal Form.

Please note that poor academic performance 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.

You will be notified of the Academic Dean's decision via e-mail, usually within a week.

1. Student Information

Name: _____ Date: _____

Major: _____ Expected Grad Date: _____

Local Address: _____ Phone: _____

SPIRE ID Number: _____ E-mail: _____

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.

Grounds for Late Course Withdrawal (check all that apply)

- Never attended, or ceased to attend by withdrawal deadline (verification from instructor required)
- 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)

Academic Dean's Decision

- Approved Denied No action taken

Academic Dean's Signature: _____ Date: _____

Student e-mailed decision on _____
(date)