



Late Course Withdrawal Petition

Humanities & Fine Arts Advising and Career Center

E-202 South College
150 Hicks Way
Amherst, MA 01003
(413) 545.6152

For Humanities & Fine Arts Declared Major and Exploratory Track Students

INSTRUCTIONS:

1. Complete the three sections of this form;
2. Provide a personal statement of the circumstances;
3. Provide documentation as needed, and
4. Submit materials to the Humanities & Fine Arts Advising and Career Center, E-202 South College.

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

Name: _____

Major: _____

Local Address: _____

ID #: _____

Email: _____

Phone: _____

COURSE INFORMATION

Department, Course #, Section #, Credits, Title

Semester/Year

Instructor

REASON(S) FOR REQUEST

- Never Attended
- Personal Illness
- Personal and/or family problems (including death)
- Work Circumstances
- Other

Note: Poor academic performance does NOT constitute grounds for a late course withdrawal.

DOCUMENTATION NEEDED

Attendance & Performance Verification Form from instructor
 Medical verification from University Health Services or personal physician detailing severity and dates of illness
 Description of problems; verification by e.g., counselor, CCPH, Dean of Students Office, clergy, family members
 Employment verification (including hours per week for the time period in question)
 Statement of problem; verification from appropriate sources
Note: Documentation MUST be submitted with the petition, or clearly indicated in your statement how that documentation will be provided to our office.

PERSONAL STATEMENT:

Use the reverse side of this form and/or additional pages to describe your circumstances. Supply needed documentation along with this form, or indicate how the documentation will be sent to the Humanities & Fine Arts Advising and Career Center, E-202 South College.

Student Signature

Date

FOR DEAN'S OFFICE ONLY

Date: Approve Deny Table Initials:

Comments: Approve Deny Table Initials:

Date:

Comments: