Late Course Withdrawal Petition

Instructions:

1. Complete the course Change request form, including your signature.
2. Complete sections 1, 2, and 3 of this form. Be sure to complete both sides of the form.
3. Include relevant documentation, or indicate when it will be sent.
4. Schedule an advising appointment and submit all materials to the SBS Advising Resource Center at 128 Thompson Hall or bring them with you on the day of the appointment. If you have any questions about what information, details, and/or documentation to provide, please call the SBS Advising Center 413.577.1057, or email your question to sbsadvising@sbs.umass.edu.

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. The deadline for a Late W-Drop is set by University Regulations. This deadline is strict, and exceptions are extremely rare.

1. Student Information

Name______________________________________________________ Date__________________________________

Major___________________________ Expected Grad Date_____________ Phone____________________________

SPIRE ID_________________________ UMass Email__________________________________________@umass.edu

2. Course Information

Department and Course #__________________________________________

Term and Year__________________________________________ Instructor____________________________

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 will be verified).
- 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 (Written statement from advisor or instructor required.)
- Other (Be specific; appropriate documentation required.)
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3. Personal Statement. Please provide an explanation for requesting a late course withdrawal. You may use additional sheets if necessary.

Name: _________________________________
Department and Course #: ____________________________

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Dean’s Decision
Decision: Approve / Deny / Table Initials ____________________________

☐ Has/will get supporting documentation _____________________________ ☐ APV ____________________________

Dean’s Comments: ___________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________