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 the Mid-Semester date, as 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 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.)
Late Course Withdrawal Petition

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 ____________________________

Date Student Emailed of Decision: _____________ Initials _____________  ☐ Decision entered in database

Dean’s Comments:________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________