

Late Course Withdrawal Petition

**only for students whose primary major is in SPHHS **

Please complete this petition if you are requesting to drop a class after the mid-semester date due to extenuating circumstances. Withdrawing from a course after the add/drop period or mid-semester date will result in a “W” on your transcript for the specified course. Dropping below full-time status (12 credits) might affect your financial aid or scholarships. Please contact the Bursar’s Office with any questions. International students must take a minimum of 12 credits each semester.

Poor academic performance or trying to increase your GPA are not grounds for a late course withdrawal. The deadline for a late course withdrawal is set by University Regulations. This deadline is strict, and exceptions are rare. SPHHS usually does not approve late course withdrawal petitions after one year from the date of course completion.

Instructions

- Complete the petition and include relevant supporting documentation.
- Email or bring the petition and supporting documentation to a SPHHS Student Success Advisor:
 - Tracy Eason: taeason@umass.edu, 130 Arnold House
 - Public Health and Nutrition majors
 - SPHHS Exploratory Track (for students with last name starting with A-K)
 - Torin Moore: tymoore@umass.edu, 127 Arnold House
 - Kinesiology and Communication Disorders majors
 - SPHHS Exploratory Track (for students with last name starting with L-Z)

I. Student Information

Name: _____ Email: _____@umass.edu Date: _____

SPIRE ID: _____ Primary Major: _____ Phone #: _____

Total Credits Earned: _____

II. Course Information- If your request is for more than one course, please attach an additional page with course details.

On Campus _____ UWW _____ Semester & Year (e.g. Spring 2021) _____

Course Dept. & Number (e.g. KIN 100) _____

Course Title _____

Instructor's Name _____

Five Digit Class Number _____ Section _____ Credits _____

Five Digit Lab/Discussion Number _____ Section _____

III. Reason for Request- The following may be an acceptable reason for a late course withdrawal; **documentation is required.** Check all that apply.

- Never Attended or Ceased to Attend (Attendance and performance will be verified.) *Failure to attend is not automatic grounds for a late withdrawal, rather there should be a compelling reason for failure to attend and failure to drop before mid-semester date.*
- Personal or family illness (Medical documentation is required.)
- Personal or family difficulties (Documentation from a counselor, therapist, or family member is required)
- Other (be specific)

For more information about supporting documentation, please visit our [website](#).

IV. Explanation- Briefly explain your request. Describe how the extenuating circumstance affected your academic work in the specified course.

- V. **Mid-Semester Date-** Please explain why you did not withdraw from course before the mid-semester date.
- VI. **Resources-** If applicable, indicate which people or resources on- or off- campus will provide you with support moving forward.
- VII. **Additional Information-** Is there any other information you would like to provide to justify your request?

VIII. Signature- I understand that the SPHHS Center for Student Success Committee and Academic Dean will review the appeal. The decision may take up to two weeks. I understand that I am responsible for attending class and completing coursework until a final decision is reached. I will be notified of the outcome of this decision through my UMass email. I understand that I need to provide supporting documentation and the SPHHS Academic Dean may reach out to the course professor for additional information about my academic performance. I will speak with my academic advisor about how the withdrawal might affect my academic plan.

Student Signature

Date

Academic Dean's Office & Center for Student Success Use Only

Type of Documentation Submitted _____

Decision (Associate Dean or Director of CSS initials): Approved _____ Denied _____ Date

Date student was emailed of decision: _____ Initial: _____