Withdrawing from a Course after the University-Approved Deadline

We will accept your petition to drop a course from your schedule after the University-approved deadline, but the University policy sets a high standard for granting such requests. The conditions prompting your request should be **serious and extraordinary**.

The following conditions ARE NOT considered serious and extraordinary and ARE NOT acceptable reasons to grant a petition for late withdrawal:

- The fact that you are **not** doing as well as you would like to do in the class.
- The fact that you have exceeded the allowed number of absences in a course due to your lack of commitment to the class.
- The fact that you have changed your academic direction and no longer “need” the class.

Your Petition for Late Withdrawal from a Course should include the following information:

- Petition Form
- Written explanation of the personal or academic issues that you believe justify your petition for late withdrawal
- Documentation
  - For example, if your request for a late withdrawal is based on medical considerations, you should provide supporting documentation.

Notification of Decision

The process for approving exceptions to the withdrawal policy is not a quick one. We will need time to review the petition and confirm any supporting documentation.

**Because of the time involved, it is in the student’s best interest to continue to attend class until notified of the approval or disapproval of the request for Late Withdrawal.**

Notifications to the student will be made through Crimson e-mail.

**Submit your petition to:**
The College of Human Environmental Sciences
Student Services Office
206 Doster Hall

08/2018
Petition for Late Withdrawal from a Course after the University-Approved Deadline

Name: ___________________________________________ CWID: ________________________________

Crimson E-mail Address: ___________________________________________________________________

Phone: ___________________________ Course Number and Section: ________________________________

Course CRN: ____________________ Course Term: _____________________________________________

Reason for Requesting an Exception to Academic Policy
(You may attach additional pages if more space is needed)

Student Signature: ______________________________ Date: ____________________

08/2018