REMINDER

IF YOU’RE WITHDRAWING FROM A CLASS, PLEASE REMEMBER THAT THERE MAYBE CONSEQUENCES WITH SCHOLARSHIPS, PELL GRANTS, OR STUDENT LOANS

If you have any questions, please check with the office that administered the scholarship or loan.
Petition for Consideration of Exception to the Withdrawal Policy

Please print legibly.

Name ___________________________________________  Date __________________________

Last     First     Initial

Student ID# ______________________________________

Phone __________________________

Street Address ___________________________________

Plan (major) __________________________

Program (college) __________________________

City     State     ZIP Code

PROCEDURES FOR FILING PETITIONS

Submit a brief description of the compelling non-academic emergency which requires you to withdraw from a course(s) after the established deadline. Documents supporting your request must be on official stationary or university letterhead. The burden of proof rests with you.

Is this a request for a total withdrawal from all classes?  ☐ Yes  ☐ No

List all courses for which you are requesting a withdrawal:

<table>
<thead>
<tr>
<th>Term and Year</th>
<th>Department</th>
<th>Catalog No.</th>
<th>Section No.</th>
<th>Credit Hours</th>
<th>Instructor</th>
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WITHDRAWING AFTER THE DEADLINE

If you are enrolled in regular term courses, you may appeal the deadline for withdrawal if you have a nonacademic emergency by submitting this petition and supporting documentation to the Office of the Dean of your academic college if you are admitted into a major. Nonmatriculated, undeclared and premajor students should apply to the University College, 450 SSB. If you are admitted through Continuing Education or are enrolled in workshops, short-term classes, or noncredit courses, you may appeal to the Division of Continuing Education, 1202 Annex Building. Appeals must be submitted to the appropriate office by the last day of regular instruction preceding the final exam period. College must respond to an appeal from a student within seven calendar days of receiving the petition.
State the reason for your request. Please attach any pertinent letters or documents to this form.


Signature: ________________________________

For College Use Only

☐ APPROVED  ☐ DENIED

Reasons for petition action: __________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Signature of College Dean or representative: ________________________________

APPROVAL TO WITHDRAW

Name ____________________________  Student ID# ________________  Date Submitted to Dean’s Office _______

College ____________________________  Term/Year ________________  Date Approved by Dean’s Office _______

Approved for total withdrawal: ☐ Yes ☐ No ☐  If no, list below each class approved for partial withdrawal.

<table>
<thead>
<tr>
<th>Department</th>
<th>Catalog No. – Section</th>
<th>Credit Hours</th>
<th>Comments</th>
<th>College</th>
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<td>Individual to contact if more information needed:</td>
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<td>Signature or College Dean or representative</td>
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</tbody>
</table>

Send this portion of the form to the Registrar’s Office (250 SSB) for approved petitions only.