

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 _____
Last First Initial

Date _____

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:

Term and Year	Department	Catalog No.	Section No.	Credit Hours	Instructor
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

Petition Resolution

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.

Department	Catalog No. – Section	Credit Hours	Comments	College	Registrar's Office By _____ Date _____
	–			Individual to contact if more information needed: _____ Phone _____	
	–			Signature or College Dean or representative _____	
	–				

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