



Petition for Withdrawal After the Deadline

Used to petition for withdrawals after the midpoint of the term (the date is published in the registration bulletin).

Student Identification Section

Name		Student ID	
Date	Email Address	Term	

Course Identification Section

CRN	Course Name & Number	Section
Example: 8223	Example: ENGL 1101	Example: 001

Validation (To be completed by the professor of record for the course)

Reason for late withdrawal (please check one or more):

<input type="checkbox"/>	Additional academic evaluation was required
<input type="checkbox"/>	Student encountered a personal hardship
<input type="checkbox"/>	Other (please specify):

Faculty Member Name	Signature
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Student Acknowledgement Section

I acknowledge that withdrawing from course(s) could have an impact on my financial aid at some point. I further acknowledge that I will only receive a refund if I withdraw from all classes that I am registered for and that any refund is based on the number of days that have elapsed since the beginning of the term (there are no refunds after 60% of the term has elapsed). I understand that if I use this form to withdraw and do not obtain my professor's signature (indicating approval) that I will receive the grade of WF, which counts in the same way as an F in the grade point average.

(Not Required) Student Signature:	Date:
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Registrar Section

Effective Date of Withdrawal	Grade of (circle one)	W	WF
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Registrar's Representative Signature:

Instructions for completion of the form:

- Student:
 - Complete the student identification section.
 - Complete the course identification section.
- Professor of record:
 - Complete the validation section
- Student:
 - Complete the student acknowledgment section
 - Deliver the completed form to the registrar's office

Additional guidelines for the professor:

If you are working with a student whom you feel has potential to pass your course, but the mid-point of the term is approaching, you can collaborate with the student to delay withdrawing until an agreed upon date by which some sort of quantitative assessment of the student's progress can be made. If the student is not making sufficient progress on that date, you can approve a late withdrawal. The withdrawal must be completed before the last day of regular classes.

If a student encounters an unexpected circumstance which prevents appropriate progress in the class, and recovery is unlikely or impossible, you can approve a late withdrawal. The withdrawal must be completed before the last day of regular classes.

Any circumstance that arises that will result in the grade of F being issued for NON-ACADEMIC reasons can be justification for the approval of a late withdrawal. Lack of effort, lack of motivation, or apathy should not be considered as appropriate justification. University System Office rules require a reason for the late withdrawal be listed on the form.