



PETITION TO WITHDRAW FROM A COURSE AFTER THE DEADLINE

Return to the Office of the Registrar, 105 McNutt Hall

Students may petition the Committee on Withdrawal to withdraw from a course during the last ten class days of a term. Consult the [ORC/Catalog](#) for specific regulations.

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| Name: | | |
| Net ID: | Class Year: | Hinman Box: |

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| Course Number & Title: <i>(Ex: MATH 003 section 02 Calculus or PHIL 80.18 Beauty)</i> | Term: |
| Instructor Name: | |

Guidelines: Before you submit this form to the Registrar’s Office, obtain and attach all appropriate documentation.

- Attach the following information as part of your petition:
 - A detailed, typed description of events beyond your control which caused you to miss the withdrawal deadline.** *Poor performance in a course is not regarded as a valid reason for petitioning to withdraw after the deadline has passed. Be specific about the events that occurred at the time of the withdrawal deadline.*
- Documentation:
 - If appropriate, submit documentation to your undergraduate dean from Dick’s House, a medical facility or from an official who can support your reason for withdrawal.**
- Students may have only three terms in which they are enrolled in two courses **unless you are either a veteran or have a documented disability supported by Student Accessibility Services.**
 Are you eligible to withdraw from this course either because you have not exceeded your three two-course terms or you have already been approved for additional two-course loads beyond the three course maximum?
 - Yes
 - No – you are ineligible to petition the Committee to withdraw from a course.

Important information:

- Given that your petition may or may not be approved, continue to attend class until you are informed of the Committee’s decision.
- Once final exams have started, it is assumed that students intend to complete their courses and no course withdrawal request will be accepted per faculty legislation.
- If your petition is not approved you may appeal to the Committee on Standards (COS) Subcommittee within seven days of notification of the denial. The COS will not simply reconsider the original decision of the Committee on Withdrawal. You must provide additional information not available at the time of the original petition.

I have read the important information and attached the appropriate documentation.

Typing your full name on the signature line constitutes an electronic signature.

Student Signature: _____ **Date:** _____

Undergraduate Dean Signature: _____ **Date:** _____

(Note: Undergraduate Dean signatures may be digital, but they may not be typed)