

Steps in the Petition for Late Full Withdrawal Process

To be eligible for a late full withdrawal you must be requesting withdrawal from ALL of the classes for the semester in which you are/were enrolled. If the withdrawal is for an already-completed semester and you received a passing grade or an “Incomplete” in any of the courses in which you were enrolled, you are NOT eligible for a late full withdrawal.

If you are requesting withdrawal from less than all of your classes, please see your academic advisor for advice about the Petition for Late Partial Withdrawal process.

The Petition for Late Full Withdrawal process applies only to students who have been unable to attend classes, complete the semester, or who otherwise become delinquent academically due to extreme personal circumstances reasonably beyond their control.

To initiate the Petition for Late Full Withdrawal process:

1. Pick up a Petition for Late Full Withdrawal form in the Office of the Dean of Students, located in Walb Union Room 111.
2. Complete the form being sure to:
 - a. FULLY explain the reason(s) for your withdrawal request, including why you did not withdraw before the withdrawal deadline. It is recommended that you attach additional sheet(s) to explain your reason(s). Please keep in mind that you are making your case for withdrawal to individuals who are not familiar with your personal circumstances. It is important that these individuals be able to determine that it is severe personal circumstances beyond your control that underlie your request for withdrawal. These individuals will not contact your sources on your behalf.
 - b. Attach documentation of your reason(s) for your request, e.g., a letter from your physician or employer that is written on letterhead. **We cannot initiate processing of your request without documentation of your reason(s).** Your explanation is not documentation. Documentation is objective evidence that corroborates your reason(s). Photocopies are not acceptable unless the copies have been made for your petition by an employee in the Office of the Dean of Students.
3. Return your completed request form to the Office of the Dean of Students. Completed requests will be reviewed by the Dean of Students and then forwarded to your Program Director/Department Chairperson for review. If approved by both the Dean of Students and your Director/Department Chairperson, your request will be forwarded to the Registrar for review. The Registrar will inform your instructors of your withdrawal and assign W's for your classes. If denied, your request will be returned to the Dean of Students who will inform you of the reasons for the denial. You can expect this review process to take a minimum of two weeks. If the Dean of Students or the Director/Department Chairperson must request additional information from you, processing of your request will take longer.

If you have any questions regarding Petition for Full Late Withdrawal please contact the Office of the Dean of Students located in Walb Union Room 111, 481-6601.