Instructions to Petition for Late Withdrawal

- Student must request a Petition for Late Withdrawal form in the Admissions Office beginning on the following dates, but no later than the Friday prior to the final exam schedule for the class:

**Spring and Fall Sessions**
- Friday of the 4th week for 6 week class
- Friday of the 6th week for 8 week class
- Friday of the 12th week for 12 week class (starts week 4 of the semester)
- Friday of the 12th week for 16 week class

**Winter Session**
- Friday of the 4th week

**Summer Session**
- Friday of the 4th week for 6 week class
- Friday of the 6th week for 8 week class

- Petitions for Late Withdrawal are evaluated by the Dean/Asst. Dean of Enrollment Services, in consultation with the instructor, provided that the student meets the following conditions:

  - The petition is signed by the instructor and the student is in good standing in the class with a grade of “C” or better. (An instructor has the right to deny late withdrawal request.)

  - Documentation of verifiable extenuating circumstance is attached to the petition at the time of submission.

*Example of documentation:* Documented serious illness (doctor’s note on letterhead with description of illness and detailed dates of treatment) or personal emergency (death in the family - death certificate or obituary and statement explaining relationship to the deceased)

*Please take note that:*  
- Instructor’s verification of a “C” or better grade does not constitute approval.  
- Providing documentation does not guarantee approval as documentation will be subject to evaluation and must meet certain criteria.  
- Choosing to drop only certain classes from your schedule may affect your chances for approval.  
- If petition is approved, a “W” will be posted on the transcript.

- Submission Deadline  
The deadline to submit this form is on or before Friday prior to the final exam schedule. This form will not be accepted during the final examinations week nor after the instructor has turned in the final grade roster.