PETITION TO WITHDRAW FROM A COURSE AFTER THE DEADLINE

Students must petition the Committee on Withdrawal to withdraw from a course during the last ten class days of a term. Consult the ORC for specific regulations.

- In writing, describe in detail events beyond your control which might qualify as extenuating circumstances. (Poor performance in a course does not qualify.)
- Provide your class dean’s signature to confirm that you have discussed this matter with a dean.
- The secretary for the committee will contact the instructor for relevant information.
- Note that few petitions are approved except in the most extreme medical or other compelling circumstances. If medical conditions exist, documentation from Dick’s House or other medical facility must be provided to the Dean.
- Since the petition may not be approved, you should continue to attend class until the result of the committee decision is known.
- Students may not have more than three terms in which they are enrolled in only two courses. (Courses in which the student has withdrawn count toward the course load). If you have exhausted the three options of two-course loads, petition the Registrar for permission for an additional two-course load before petitioning to withdraw late.
- Once final exams have started, it is assumed that students intend to complete their courses and no course withdrawal request will be accepted.
- If your petition is not approved you may appeal to the Committee on Standards (COS) Subcommittee. Typically additional information is required.

Return this form with your detailed explanation and the dean’s signature to the Office of the Registrar, 105 McNutt Hall.

Name (print)_______________________________________________Class__________

ID #__________________Hinman Box (or current address)_______________________

Course____________________________________________Term__________________

Student signature________________________________________Date____________

Dean signature_________________________________________Date____________