# PETITION TO DROP A COURSE WITH A W AFTER THE DEADLINE

**Academic Withdrawal After the Deadline (Late Term Withdrawal Without Academic Penalty)**

## POLICY SUMMARY

A Petition for an Academic Withdrawal After the Deadline must meet all of the following conditions:

1. The petition for an academic withdrawal after the deadline must use one of following two forms and include all required documentation and signatures listed on each form:
   - **Petition for Withdrawal from the University After the Deadline (i.e., withdrawal from all classes for the semester)**
   - **Petition to Drop a Course with a W After the Deadline (i.e., withdraw from individual classes for the semester)**
2. The student experienced an extreme personal hardship beyond the student's control that (1) happened on or after the University's posted deadline for a W and interfered with the student's class performance or (2) directly prevented the student from withdrawing before the deadline. Academic withdrawal after the deadline is not for students who simply failed to submit assignments or take exams as scheduled, chose not to attend class, and/or did not comply with published University deadlines and other guidelines. The personal statement and supporting documentation must clearly indicate how the hardship met the required criteria. For Petition to Drop a Course with a W After the Deadline, the statement should also address why the hardship impacted the one class but not all classes.
3. The petition should be initiated prior to the end of the semester in which the hardship occurred. Given that some hardships may extend beyond the semester, the University will consider a petition submitted up until—but no later than—the last day of classes of the semester immediately following. This term deadline applies whether or not the student is enrolled during that semester. (e.g., a student who experiences a hardship in fall 2017 after the posted withdrawal deadline must submit the request and documentation no later than the last day of classes of the spring 2017 term).
4. If the petition is approved, the student will receive a W grade for all approved course(s) during the term in question, except for those courses completed prior to the hardship or the last day to drop/withdraw without academic penalty (i.e. interim session, 8W1, etc.). Grades for courses already completed will remain on the student's transcript.

For more information on academic withdrawal after the deadline, see **usm.edu/registrar/withdrawal-policy.**

## PROCEDURE

1. If the student believes he/she may qualify for an academic withdrawal after the deadline, the student should consult the Coordinator of the following office:
   - **Hattiesburg students contact the S S in Cook Union**
   - **Gulf Park students contact Richard Ladner, Director of Student Support in Hardy Hall**
2. The student prepares the petition based on guidanc
5. The Office of the Registrar will notify the student by email of the petition's decision. Note that even when a petition is approved, it will take time to process, especially for petitions submitted toward the end of the term. As such, grade changes may not be reflected on transcripts until the following term.

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## INSTRUCTIONS

1. Read the policy and procedures for Academic Withdrawal After the Deadline. If after reading the policy you think you may qualify for an Academic Withdrawal After the Deadline and wish to initiate a petition, you should consult the Coordinator in the following offce:
   - Hattiesburg students contact the Offce of Student Outreach and Support in the Cook Union
   - Gulf Park students contact Richard Ladner, Director of Student Support, in Hardy Hall
2. Based on guidance and verifcation from the Coordinator in one of the above offces, complete the petition with all required documentation. Leave the completed petition with the Coordinator, who will forward it to the appropriate next offce.
3. The Registrar will notify you by email when your petition has been decided.

## PERSONAL INFORMATION

Name Student ID Email

Cell Phone Course Prefx, Number and Title

Major Year

## HARDSHIP

Date(s) of Hardship

Nature of Hardship ☐ Death of immediate family member ☐

☐ Other

## DOCUMENTATION

☐ 1. Written personal statement detailing nature and circumstances of hardship and how it impacted the student's ability to withdraw before the deadline

☐ 2. Signed statement from each course instructor (or email from instructor's USM email account) indicating the student's progress and participation (i.e., grades, attendance, assignment submission, etc.) prior to the date of hardship. Instructors may provide their statement directly to the course school director.

☐ 3. Third-party evidence which supports nature and circumstances of hardship

☐ 4. Current unoffcial USM Transcript and Degree Progress Report (DPR)

☐ 5. Date petition submitted _____

Verifed by Offce of Student Outreach and Support/Director of Student Support _____ Date _____

## STUDENT SIGNATURE

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## OFFICIAL SIGNATURES

_____ _____ ☐ ☐

_____ _____ ☐ ☐

_____ _____ ☐ ☐