

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:

PETITION TO DROP A COURSE WITH A W AFTER THE DEADLINE

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 for your campus listed on the [Dean of Students Office](#) website.
- 2 Based on guidance and verification from the Coordinator in one of the above offices, complete the petition with all required documentation. Leave the completed petition with the Coordinator, who will forward it to the appropriate next office.
- 3 The Registrar will notify you by email when your petition has been decided.

PERSONAL INFORMATION

Name _____ Student ID _____ Email _____
 Cell Phone _____ Course Prefix, Number and Title _____
 Major _____ Year _____ Major College _____
 Are you a student admitted by International Admissions? YES NO

HARDSHIP

Date(s) of Hardship _____
 Nature of Hardship Death of immediate family member Accident/illness/hospitalization
 Other _____

DOCUMENTATION

All requested documentation must be attached to this form in order for it to be valid. Once documentation has been collected, it must be verified by the Coordinator for your campus listed on the [Dean of Students Office](#) website.

- 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 unofficial USM Transcript and Degree Progress Report (DPR)
- 5. Date petition submitted _____

Verified by Coordinator: Signature _____ Date _____

STUDENT SIGNATURE

By signing, I acknowledge that I have read and understand the instructions on this form and I agree to comply with the procedures therein. I have provided documentation that is accurate, relevant, and complete and I understand that failure to do so voids/nullifies this request. If this request is approved, I understand that I am still responsible for any tuition/fees incurred for the semester in question. I also understand that it is my responsibility to discuss with the Financial Aid Office the impact that an academic withdrawal may have on my financial aid.

Student Signature _____ Date _____

OFFICIAL SIGNATURES

Director and/or Dean may attach a statement with additional information on the student's petition if desired.

Course School Director _____ Date _____ SUPPORT DENY
 Course College Dean _____ Date _____ SUPPORT DENY