

THE UNIVERSITY OF
MEMPHIS

UNIVERSITY COLLEGE

**LATE AND RETROACTIVE
WITHDRAWAL PETITION
PACKET**

PETITION TO WITHDRAW AFTER THE DROP DEADLINE

TO THE STUDENT: University College receives approximately **37** Petitions for Late or Retroactive Withdrawals near the end of every semester. Of the 37 petitions, an average of **only two** meets the University's guidelines for approval.

These are the most prevalent reasons for denial:

1. Students have little or no documentation justifying a late or retroactive withdrawal.
2. Students erroneously believe they can simply drop one course they are failing but keep the courses in which they were doing well.
3. Students accidentally miss the deadline to drop courses or purposely ignore the drop deadline thinking they can ultimately pass courses which they are failing.
4. Students believe a given professor was "going to 'work with me' but didn't."
5. Students are erroneously told by their professors that they could get a late withdrawal.
6. Students' laptops before the final in an online course.

NOTE: Students receiving financial aid should consult with a financial aid counselor concerning how a late or retroactive withdrawal would affect their aid status.

If this request is approved, a grade of "W" will appear on your official transcript for each of your courses.

IMPORTANT: Until your petition is officially approved (i.e., completed forms W-1 and W-2 are received and processed and a schedule adjustment form has been submitted by University College and processed by the Registrar's Office, Wilder Tower, Room 003), you are still enrolled in courses. You should check online periodically to ensure that you have been officially withdrawn from your courses.

REQUIRED STEPS TO SUBMIT A LATE OR RETROACTIVE WITHDRAWAL PETITION

1. Submit a statement in writing explaining -- in full -- your reason(s) for requesting a late or retroactive withdrawal (see attached W-1 form).
2. Written documentation from verifiable sources confirming your reason for a late or retroactive withdrawal is required.
3. The attached W-2 form(s) must be completed and signed by each instructor of every course from which you wish to withdraw.
4. When the preceding steps have been completed and you have all of the required forms, you may leave the forms at the University College offices in Brister Hall, Room 218.

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WITHDRAWAL PETITION

TERM AND YEAR FOR WHICH WITHDRAWAL IS REQUESTED: _____

STUDENT'S NAME: _____

STUDENT'S UNIVERSITY ID #: U _____

STUDENT'S ADDRESS: _____

CITY

STATE

ZIP

STUDENT'S E-MAIL ADDRESS: _____

HOME# (____) _____ - _____ WORK# (____) _____ - _____

Reason for petitioning for a late or retroactive withdrawal: (Use additional sheets if necessary.)

By signing this form, I certify that I have read and understand the University of Memphis Late or Retroactive Withdrawal Guidelines.

Student's Signature

Date

<i>Late Withdrawals Only</i>	
<i>Petition Disposition:</i> _____	
_____ <i>College Dean's Signature</i>	_____ <i>Date</i>

<i>Retroactive Withdrawals Only</i>	
<i>Petition Disposition:</i> _____	
_____ <i>Vice Provost for Undergraduate Programs</i>	_____ <i>Date</i>

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WITHDRAWAL PETITION

*This form must be completed by each faculty member from whose course a student seeks to withdraw.
(Make additional copies as necessary)*

TERM AND YEAR FOR WHICH WITHDRAWAL IS REQUESTED: _____

Student's Name: _____
(Please print)

Student's ID Number: U _____

To: Faculty

Any student applying for a late or retroactive withdrawal is required to document the reason for an exception. The above-named student has applied to withdraw after the optional withdrawal period has ended and has been instructed to contact you, the professor. After you have talked with the student, please complete the spaces below. *Please note that your support of this withdrawal does not guarantee that the student's request will be granted.*

Comments _____

Dept./Course/Section	Date of First Test	Date Last Attended	Passing or Failing

Faculty Member's Signature

Date

Faculty Member's Name (printed)

Phone