

College of Arts and Sciences Withdrawal Petition Process & Form

TO THE STUDENT: Your petition to withdraw from one or all classes after the deadline date established for the term will be considered only for legitimate reasons. In order for a petition to be considered, you must have a reason that can be documented in writing. Students with majors in other colleges must check with the appropriate college about the withdrawal process.

Please note the following language in the Undergraduate Catalog: "Withdrawal is not permitted beyond the last day to withdraw specified in the University Calendar for that term or session. Requests for exceptions must be made by the end of the next regular term following the term in which the grade was assigned. Exceptions are made to this policy only in cases of such extreme circumstances as serious personal illness and relocation because of employment."

For further explanation regarding withdrawals, please read the website:

<http://www.memphis.edu/cas/advising/withdrawal.php>

Please note that petitions for withdrawal from individual classes are rarely granted.

IMPORTANT: Until your petition is officially approved and the appropriate Schedule Adjustment Form has been processed in the Registrar's Office, Wilder Tower, Room 003, you are still enrolled in your classes.

Student's Name: _____ U Number: _____

Date: _____

PROCEDURE:

1. Prepare a statement in writing on form W-3 or on an attached sheet of paper explaining in full your reason for requesting a late or retroactive withdrawal. Include any and all information you feel is relevant to substantiate your request.
2. Provide written documentation from verifiable sources confirming your reason for a late or retroactive withdrawal.
3. Have form W-2 completed and signed by each instructor.
4. When the preceding steps have been completed and you have all of the required forms and documentation, you may present your withdrawal petition to a staff member in Scates Hall, Room 107. Materials may also be faxed to (901) 678-4831, or emailed from your University of Memphis email account to: rlhuds1@memphis.edu.

It is your responsibility to check after three working days to determine the status of your petition. If your petition is approved, it is your responsibility to submit the Schedule Adjustment Form to the Registrar's Office, Wilder Tower, Room 003, within 5 working days.

FOR OFFICE USE ONLY:

DATE SUBMITTED: _____

The University of Memphis
College of Arts and Sciences Withdrawal Petition

THIS PART TO BE COMPLETED IN FULL BY THE STUDENT:

Student's Name: _____

Banner U Number: U _____

U of M E-Mail: _____ Major: _____

TERM AND YEAR FOR WHICH WITHDRAWAL IS REQUESTED:

___ Fall ___ Spring ___ Summer 20___

THIS PART TO BE COMPLETED IN FULL BY THE INSTRUCTOR:

Dear Faculty Member: Any student applying for a late or retroactive withdrawal from a course or semester is required to document the reason for a petition. The above-named student has applied to withdraw after the optional withdrawal period has ended and has been instructed to contact the instructor. After you have communicated with the student, please complete the information below in full. Your comments will help in evaluating the student's petition. Please note that completion of this form in no way implies approval of the petition. Thank you.

Course CRN	Subject/Course/Section	Date of First Test/Grade	Date Last Attended	Grade at Time Student Stopped Attending

Approximately how many absences before last date of attendance: _____

Comments:

Faculty Member's Name: _____

Faculty Member's Signature: _____

Date: _____

Phone: _____

The University of Memphis
College of Arts and Sciences Withdrawal Petition

Student's Name: _____ Daytime Phone: _____

Banner U Number: U _____

U of M E-Mail: _____ Major: _____

TERM AND YEAR FOR WHICH WITHDRAWAL IS REQUESTED:

___ Fall ___ Spring ___ Summer 20___

Reason for petitioning for a late or retroactive withdrawal (use additional sheets if necessary). Please attach supporting document(s) where appropriate.

NOTE: Before withdrawing from a course/courses, consider the impact this action might have on financial aid or scholarships. Check with the appropriate office if you do not know how withdrawing may affect you.

Student's Signature: _____ Date: _____

Decision: _____

Dean's Signature: _____ Date: _____