

The University of Memphis
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.

Withdrawal is not permitted beyond the last day to withdraw specified in the University Calendar for that term or session. Exceptions are made to this policy only in cases of such extreme circumstances as serious personal illness and relocation because of employment.

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: _____

Have you ever applied for or been approved for an Academic Fresh Start?	YES	NO
Have you ever applied for or been approved for Academic Renewal?	YES	NO
In the past have you applied for or been approved for a retroactive withdrawal?	YES	NO

PROCEDURE:

1. Prepare a typed statement on W-3 form 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 the college of your major within one regular semester (fall or spring.) All petitions for more than one regular (fall or spring) semester after the semester for which the withdrawal is requested should be provided to the Registrar's Office in Wilder Tower 003.

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
Withdrawal Petition – W2 Form**

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
Withdrawal Petition – W3 Form**

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). Please type.
Please attach supporting document(s).

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.

Students: Choose one below based on timeline of the withdrawal petition

Late Withdrawals - within one regular (fall or spring) semester for which the withdrawal is requested. Students must take this form to the college of their major.

Student's Signature: _____ Date: _____

Decision: _____

Dean's Signature: _____ Date: _____

Retroactive Withdrawals - more than one regular (fall or spring) semester after the semester for which the withdrawal is requested. Students must take this form to the Registrar's Office.

Student's Signature: _____ Date: _____

Decision: _____

Registrar's Office: _____

Schedule Adjustment

Office of the Registrar, University of Memphis, 003 Wilder Tower

Use this form for ALL schedule adjustments—adds, drops, and withdrawals.

Term/Year: _____ / _____

STUDENT INFORMATION			
		U	
LAST NAME	FIRST NAME	MI	U-NUMBER
Classification: <input type="radio"/> UG <input type="radio"/> GR	Withdrawal from ALL Courses? <input type="radio"/> YES <input type="radio"/> NO	Total Credit Hours Change from _____ to _____ (see *** below)	

DROPPED COURSES	ADDED COURSES	INSTRUCTOR APPROVAL required during late registration window
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CRN	SUBJ	COURSE	SEC#	CRN	SUBJ	COURSE	SEC#	INSTRUCTOR SIGNATURE

SIGNATURES		
Approver Level: <input type="radio"/> UG: Col Dean <input type="radio"/> GR: Col Dir, GR Studies		Registrar's Use
Approved: _____ Date: _____		
Student: _____ Date: _____		Date:

REASON/COMMENTS

NOTICE!

*** A reduction in Credit Hours, including changing course hours from credit to audit, may impact financial aid, lottery scholarship, and VA eligibility. **Repayment of funds may be required.**

Schedule Adjustment

Office of the Registrar, University of Memphis, 003 Wilder Tower

Use this form for ALL schedule adjustments—adds, drops, and withdrawals.

General Instructions and Requirements

1. Complete all appropriate sections of the form; except for signatures, please print.
2. The signature of the appropriate official(s) are required for adds, drops, or withdrawals processed after the specific deadline for the part of term.
3. College officials may require additional approvals or documentation prior to reviewing or signing this form.

Completing and Processing the Schedule Adjustment Form

- ✓ In the *Term/Year* and *Student's Information* block, pay particular attention to:
 - **Term/Year** – Ex.: Fall/2007
 - **U-Number** - The student's U-Number (Banner ID) always begins with the letter "U"; please fill in the remaining 8 digits.
 - **Classification** – Mark one only, UG (Undergraduate) or GR (Graduate).
 - **Withdrawal from All Classes?** – Mark either YES or NO.
 - **Total Credit Hours Change** – Students should be aware that reducing Credit Hours, including changing course hours from credit to audit, may impact financial aid, lottery scholarship, and VA eligibility. **Repayment of funds may be required.**
- ✓ In the *Instructor Approval* block, the instructor's signature is required if the add is occurring during late registration.
- ✓ In the *Signatures* block:
 - The Student must sign the form. If a student is late adding only, no approver other than instructor is required. For all other registration transactions and combinations thereof, the signature of an Approver is required. The Approver must select the appropriate Approver Level:

UG: College Dean
GR: College Director of Graduate Studies
- ✓ The College should retain one copy of the completed form. The Student should turn in one copy of the form to the Registrar's Office.