

University of Central Missouri

PETITION TO WITHDRAW FROM A COURSE AFTER THE PUBLISHED DROP DATE

Please print clearly

ID Number:	Student Name (<i>last, first, mi</i>):
Phone:	E-mail:

Enrollment Information

Please indicate which course(s) you are petitioning to withdraw from.

Course Reference Number	Subject/Course	Semester Hours	Instructor

Please explain your extenuating circumstances for late withdrawal and *attach documentation*. Petitions received without documentation will be denied :

Student Signature: _____

Date: _____

Would you like us to text message you of the decision? If yes, provide us with your contact information in the space provided:

<i>For Office Use</i>	Date: _____
Petition Action: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Action By (<i>print</i>): _____	Signature: _____

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Policy and Procedure

During the withdrawal period a student may withdraw from any full-semester or 8 week class using the self-enrollment system. You can view the on-line registration calendar at www.ucmo.edu/portal to determine withdrawal and refund dates. Students are encouraged to consult with an academic advisor and/or the course instructor prior to withdrawing from a course. If a student has a hold the drop will need to be processed by an academic advisor. After the withdrawal period, extenuating circumstances must exist before a late withdrawal will be granted. If granted, a grade of WP or WF will be assigned by your instructor(s).

The standard of “extenuating circumstances” applies to situations, such as illness or accidents that are clearly beyond the student’s control. The following situations are typical of those for which “extenuating circumstances” is appropriate justification for withdrawal. All situations require documentation

For the purposes of withdrawal, the University defines “extenuating circumstances” as follows:

- An extended absence due to verifiable accident, illness or personal problem serious enough to cause withdrawal from the university;
- An extended absence due to a death in the immediate family;
- Errors made by UCM;
- Other unusual or very special cases will be considered on their merit.

The following are not considered to be extenuating circumstances:

- Grade anticipation in class is not sufficiently high, or student is doing failing work (including plagiarism);
- Failure to attend class, complete assignments, or take a test;
- Dissatisfaction with the course material, instructional method, or instructor;
- Class is harder than expected;
- Pressure of other classes, employment, and/or participation in extracurricular activities;
- A change in major;
- Lack of awareness of the withdrawal process or procedure

Documentation establishing extenuating circumstances must be submitted with the petition.

Documentation may include:

- Verification of accident or illness (i.e., letter from physician or copies of medical bills);
- A letter from a licensed counselor;
- Death certificate;
- Banner records;
- Any other documents deemed appropriate.

Instructions:

Complete the form in its entirety and sign where indicated. Attach necessary documentation from a professional. Return to the Registrar’s Office: Ward Edwards Building, Room 1000. You will be notified on the decision through the email address you provided on the top of the form or with a text message within 10 business days.