

# Petition to Drop/Withdraw from a Class AFTER the Last Day to Drop/Withdraw from the Session

Petitions to drop/withdraw from a class after the last day to drop/withdraw from the session are accepted for review when a student has extenuating circumstances that prevented them from drop/withdrawing prior to the deadline. Students must supply documentation and personal statement supporting the student's reason and obtain the below approvals. Every individual below is allowed 10 working days to provide their appeal decision. **Once approvals are secured from the advisor, instructor, and Department Chair, the Petition and documentation must be submitted immediately to [PetitionA@wnmu.edu](mailto:PetitionA@wnmu.edu).**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
 Last First MI

Student Email \_\_\_\_\_@wnmu.edu Student Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ I request a **withdrawal** from my courses. (Withdrawals will be reviewed after withdrawal periods of a term). If the petition is approved, the student will receive a grade of "W" in the course and does not warrant a refund of tuition. Students may not petition after a one year period.

\_\_\_\_\_ I request a **drop** from my courses. (Drops will be reviewed through withdrawal period of a term; unless there is an Administrative error found.)

Term/Year \_\_\_\_\_ Class Information: Course Reference Number (CRN) \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Prefix \_\_\_\_\_ Course Number \_\_\_\_\_

**Petitions without documentations as stated on page 2 will be denied. I understand that I may be responsible for any financial aid adjustments due to schedule change.**

Student's Signature \_\_\_\_\_ Date (Required) \_\_\_\_\_

### REQUIRED PERMISSIONS

All approvals/ denials **may** be in the form of an attached email trail from the faculty/ staff's WNMU email account and must specify their approval or denial to drop/withdraw from the course after the deadline.

Reviewed By	Advisor's Signature	Date (Required)
Approved ____ Denied ____	Instructor's Name (PRINT)	Date (Required)
<b>Date Last Attended:</b>	Instructor's Signature	
Approved ____ Denied ____	Department Chair Signature (Academic department offering class)	Date (Required)

**Once approvals are secured, the petition and documentation must be submitted to [PetitionA@wnmu.edu](mailto:PetitionA@wnmu.edu)**

For Committee Results: The Committee of (Academic Affairs, Business Office, Financial Aid, and Registrar) will make the approval.		
Approved ____ Denied ____	Registrar's Signature	Date (Required)
Approved ____ Denied ____	Director of Business Affairs' Signature	Date (Required)
Approved ____ Denied ____	Director of Financial Aid's Signature	Date (Required)
Approved ____ Denied ____	Vice President's/Dean's Signature (Academic department offering)	Date (Required)

Documentation Requirements to Drop/Withdraw from A Class After the Last Day to Drop/Withdraw from the Session

Documentation below **MUST** include: 1) a personal statement AND 2) a letter on letterhead addressing a documented medical issue, OR personal issue. **Petitions without documentation as stated below will be denied.**

**1. PERSONAL STATEMENT**

**Required for all petitions.** Along with the documentation below, provide a letter describing the justification for the term withdrawal request. Be specific.

- Describe extenuating circumstances (including dates congruent with circumstances and timelines in your petition.
- Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.

**2. MEDICAL ISSUE**

**Medical issues that merit a petition:**

- Physical or psychological medical difficulty
- Family medical difficulty

**Required documentation for medical issue:**

A personal letter describing the justification for the term withdrawal request. Be specific.

- Describe extenuating circumstances (including dates congruent with circumstances and timelines in your petition)

A signed letter on official letterhead from your (or your family member's) attending health care provider, counselor, or licensed practitioner, which specifies the following:

- The date of onset of illness or accident
- The dates you (or your family member) were under professional care
- The general nature of the medical condition

**NOTE:** *A formal signed letter on official letterhead with all details mentioned above is required. Dates in official letter from medical practitioner must be congruent with circumstances and timelines reported in your petition. File notes, medical receipts, or copies of prescriptions are not considered sufficient documentation.*

**2. PERSONAL ISSUE**

**Personal issues that merit a petition:**

- Death of a family member
- Legal issue (**this does not include illegal activity that you were involved in**)
- Accident
- Loss of employment due to forced layoff or military deployment

**Required documentation for death of family member:**

- A copy of death certificate, obituary, or memorial service program verifying date of death within the requested term

**Required documentation for personal issue:**

A personal letter describing the justification for the term withdrawal request. Be specific.

- Describe extenuating circumstances (including dates congruent with circumstances and timelines in your petition)

A signed letter on official letterhead from an appropriate official such as, attorney, law enforcement agent, court official, or other appropriate source, which specifies the following:

- The date of incident
- The dates you (or your family member) were affected by the incident
- The general nature of the incident

**NOTE:** *A formal signed letter on official letterhead with all details mentioned above is required. Dates in official letter from appropriate official must be congruent with circumstances and timelines reported in your petition.*

**SITUATIONS THAT DO NOT MERIT AN EXCEPTION TO POLICY**

The institution expects students to accept responsibility for their academic performance unless there have been severe extenuating circumstances as described above. The following circumstances **will not** be considered for petitions:

- Academic difficulty (failing grades and/or desire to clean-up academic record)
- Change in major
- Change in career goals
- Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control
- Financial issue (Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time)
  - A Illegal activity issue that you were involved in.