



College of Engineering, Forestry & Natural Sciences

Policy for Approval of Petitions to Withdraw From a Class After the Deadline

The College will only allow a student to withdraw from class after the deadline for extraordinary, outstanding, or mitigating circumstances **beyond the control of the student**. The petition requires justification and approvals of the student's advisor, course instructor, the chair of the department offering the course, and Dean's designee of the College (including stamps). The student must provide specific and verifiable reason(s) why the petition should be granted. The petitions are not automatically approved and may be denied at any signature level. An explanation of what constitutes extenuating circumstances is explained on the second page of the Petition form.

The College policy requires that students must provide documentation for their mitigating circumstances. Without suitable documentation the petition will not be approved. The documentation required is explained on the second page of the Petition form.

A poor or failing grade is not considered sufficient reason to recommend exception to the drop policy. In addition, the consequences of a poor grade (i.e.: loss of financial aid, suspension, loss of scholarship, etc...), changes in work hours, change of major, the level of difficulty of a class, or dropping a course to "increase" available time for other courses are not sufficient reasons to approve a withdraw from a class late in the semester.

Petitions to withdraw after the deadline will only be approved during the term that the course was taken. Once grades are posted for the course, petitions will no longer be honored.