CONTINUE TO ATTEND THIS CLASS UNTIL YOU HAVE BEEN NOTIFIED OF A DECISION CONCERNING YOUR WITHDRAWAL REQUEST.

Today's Date ____________________________________ Your Major ___________________________________________
Name __________________________ ID# ________________ Local/Cell Phone # ____________________
Local Address ________________________________________________________________________________________
Email Address __________________________________________________________________________________________

*Student Signature ____________________________________________
*By signing, you are giving the College permission to send this decision to the above email address.

COURSE PREFIX NUMBER, SECTION and TITLE: ______________________________________________________________
Term (Semester) enrolled in course: _______________________________________________________________________
Total number of hours currently enrolled? _______________   Are you a senior? __________________________________

A student may withdraw from a class during the latter half of the term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to Senate Council {Rule v, 1, 8.3}:

** Reason for withdrawing: check all that apply:

I. Illness or injury of the student;
II. Serious personal or family problems;
III. Serious financial difficulties

** ON A SEPARATE SHEET PLEASE WRITE YOUR REASON(S) FOR WITHDRAWING AND ATTACHED IT TO THIS FORM.

Note: Petitions listing one of the above non-academic reasons without explanations and documentation will not be considered. In order for this petition to receive due consideration, you must attach all original documentation showing your inability to withdraw prior to the midterm or verify extenuating circumstances that prevented you from academic participation after the mid-term. Therefore, it is naturally expected that participating in the class prior to the mid-term, as well as passing the course prior to the mid-term has already been achieved.

The College of Arts and Sciences requires documentation be included with your petition.

Instructor’s Name (please PRINT) ____________________________________________ Phone __________________
Instructor’s Email ____________________________________________________________
Campus Address (please PRINT) ___________________________ Speed Sort ___________

Action Taken by Dean:   ______ Approved by ___________________ Date: ______________
                        ______ Not Approved
                        ______ Student Notified
                        ______ Sent to Senate Council
                        ______ Instructor Notified
                        ______ Entered (SAP) by __________________
To the Instructor:  Per Senate Rule V, 1.8.3
Before acting on such a petition, the dean will consult with the instructor of the class. If such a petition is approved by the dean of the student’s college, the dean shall inform in writing the instructor of the class of the action, and the student shall be assigned a grade of W. [Only the Dean of the College is permitted to assign a grade of W.]

As required by the Senate rule above, please assist the College of Arts and Sciences (311 POT; 7-8712) in our making a decision on this petition to withdraw after the midterm by supplying as much of the information as you can. Please feel free to attach a course syllabus.

1. I [do] ________ [do not] ________ take attendance. Is attendance required? Yes _____ No _____

If attendance is taken, was the student’s attendance:

Regular: ________________________ (Until What Date) __________________________
Sporadic: ________________________ (Beginning at what date) __________________
Rare: ____________________________ (Beginning at what date) __________________

2. CLASS ASSIGNMENTS, QUIZZES or LAB ASSIGNMENTS

# of class assignments # completed Average grade
# of quizzes # completed Average grade
# of lab assignments # completed Average grade
# of other # completed Average grade

Describe other_________________________________________________________________________________

3. TESTS / WRITING ASSIGNMENTS

# of exams given as of today’s date # of exams taken by student
Dates exams have been given and grade earned

# of writing assignments given as of today’s date # completed by student
Dates writing assignments were due and grades earned

4. List student’s cumulative grade at midterm. current overall grade

5. Has the student ever contacted you with regard to this class for any reason?

Yes _____ No _____ If yes, approximately, how many times? ______________________
If yes, give reason ___________________________________________________________

6. Were you aware of this student’s current situation prior to receiving this form?

Yes _____ No _____ If yes, when were you made aware? ______________________

Additional comments: ________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

(I instructor’s Signature) Date Office address Phone

Email address__________________________________________________________________________________

_______ I would like to discuss this petition. If yes, please check.