

Late Withdraw Petition

FOR CURRENT TERM ONLY. FORMS RECEIVED AFTER THE LAST DAY OF INSTRUCTION FOR CURRENT TERM WILL NOT BE PROCESSED.

Please read this document in its entirety.

Withdrawal from the University (dropping all classes for the term): A student may withdraw from the University during the first half of the term. Students can perform this withdraw in SOLAR by dropping all courses. The Registrar's Office will determine comparable deadlines for courses less than a standard term in length. Fees and penalties in place on date of withdrawal will apply; see the UW-P Fee Facts for details.

A student may submit a Late Withdrawal Petition after the deadline. The petition can only be submitted for extraordinary non-academic reasons. Any such request must be completed by the last day of instruction in that term. The request must include a written explanation of the circumstances leading to the request and supporting documentation. Requests are to be submitted to the Advising & Career Center for appropriate action. **Students may not request a withdrawal from a completed term.**

Instructions for the Late Withdrawal Petition

1. Complete the information below; print clearly.
2. Read the Drop Fee Notification.
3. Sign and date the form.
4. On a separate sheet of paper, provide a detailed summary of the extraordinary non-academic reasons and circumstances for your petition. This summary must be typed.
5. Attach your summary and supporting documents to this petition and submit to the Advising and Career Center.

Student Name _____ **UW-P Email:** _____

Student ID: _____ **Phone Number: (____) _____**

Late Withdraw Petition is being submitted for the following TERM : _____

Drop Fee Notification

Drop fees per credit will be assessed. There will be no tuition refund or reduction of financial obligation to the University based on processing of this request. I understand that I will receive a transcript notation of "W" for all classes.

I have read this Late Withdrawal Petition in its entirety. I understand that I will receive a transcript notation of "W" for this class. I agree to pay the appropriate drop fee. There will be no tuition refund or reduction of financial obligation to the University based on processing of this request. I further understand that processing this request may produce a balance owed and it is my responsibility to contact the Cashier's Office and determine what charges, if any, have been added to my account.

Student Signature: _____ **Date:** _____

Note: Petition summary and supporting documents must be attached. Petitions will not be reviewed without the proper documentation.

Director of Advising signature: _____ **Date:** _____
 Approved **Denied** **Comments:** _____

Registrar's Office: _____ **Date Processed:** _____ **Email Sent:** _____ **Processed By:** _____