

# PETITION for WITHDRAWAL from CLASSES AFTER the DEADLINE

**OneStop Student Services ▪ University Hall ▪ 350-4500**

A student may petition for withdrawal from classes after the published Withdrawal Deadline *if there are emergency situations beyond the student's control:*

**Examples of Situations that *may* merit a Late Withdrawal**

- Hospitalization and/or serious health problems
- Death in the immediate family

**Examples of Situations that *do not* merit a Late Withdrawal**

- Academic difficulties
- Chronic health problems and/or minor illnesses
- Becoming "overwhelmed"

In all cases, appropriate documentation is required and students with health emergencies must have the **Medical Statement form** submitted by a health professional providing treatment. Students should continue to attend classes and complete assignments until they are notified of the decision. Forms should be turned in prior to the last two weeks of the semester. Students with emergencies at the end of the semester should, if they are passing the course, request an **Incomplete** from the instructor.

**Instructions:**

1. Complete all applicable parts of this form legibly and neatly. Briefly explain on page two of this form emergency situation and *if you are withdrawing from SOME of your classes, explain why the emergency affects only these classes*
2. If your request is based on a health emergency, complete the top portion of the **Medical Statement Form** and take it to your health care provider. It is your responsibility to make sure the health care provider completes and returns the Medical Statement Form to the OneStop.
3. Attach any other applicable documentation to this form and return them to the OneStop in University Hall.

Please complete the following:

Full Name (Print) \_\_\_\_\_ UNC Asheville ID# \_\_\_\_\_

I am requesting a late withdrawal from the course/s below in the Fall \_\_\_\_\_ Spring \_\_\_\_\_ or Summer \_\_\_\_\_ 20 \_\_\_\_\_ semester:

\_\_\_\_\_ ALL of my classes (NOTE: You must also complete the *Student Exit Checklist* and *Request to Exit the University* forms).

\_\_\_\_\_ SOME of my classes (NOTE: The following signatures are needed if you are on financial aid and/or living in a campus residence hall)

Dean of Students \_\_\_\_\_ Fin. Aid Rep. \_\_\_\_\_

Course Prefix & Number	Instructor Name	Last Date Attended	Estimated Grade	<b>Official Use: Instructor Contacted</b>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>

*NOTE:* This petition will not be processed until the committee has contacted the instructors listed above.

**Please read and sign below:**

I have read and understand **all** parts of this form and am requesting late withdrawal/s from the course/s listed. I understand that my instructor/s will be contacted by a UNCA representative regarding my request to withdraw from their class. I also understand that **submitting this petition does not guarantee that my request will be approved.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_@unca.edu Phone \_\_\_\_\_

Received in OneStop:	W/D Form _____	Medical Statement _____		
AVCAS	Approved _____	Denied _____	Date _____	Initials _____
Enrollment Services Committee (Requests received after Final Grade due date)	Approved _____	Denied _____	Date _____	Initials _____

