

TO: Committee on Academic and Professional Standards

RE: Petition to **WITHDRAW FROM A COURSE AFTER THE DEADLINE**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

College (circle one): A&S CBA ENGR NURS Class: \_\_\_\_\_ Major(s): \_\_\_\_\_

Expected month/year of graduation: \_\_\_\_\_ Degree expected: \_\_\_\_\_

**I REQUEST PERMISSION TO WITHDRAW FROM THE FOLLOWING COURSE WITH A GRADE OF "W":**

Department: \_\_\_\_\_ Course Number/Section: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_

Year: \_\_\_\_\_ Semester: \_\_\_\_\_

**REASON FOR REQUEST:** (Use other side, or attach additional pages, if necessary): *Note that the catalog states that changes in registration after deadlines are allowed only in exceptional cases involving extreme contributory circumstances, and that unsatisfactory academic performance is not sufficient reason for petition. Please state clearly and completely in your petition the nature of these circumstances.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TAKE THE FOLLOWING ROUTE FOR CONSULTATION AND RECOMMENDATION:**

*To the faculty: Students are required to obtain your counsel on this petition. Your signature below indicates only that you have been consulted on this proposed action, not that you approve or disapprove. You may include comments if desired, or you may send your comments directly to the dean.*

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Dean of Student's College Signature: \_\_\_\_\_ Date: \_\_\_\_\_ APPROVED \_\_\_\_\_  
(If approved, the Dean will forward a copy to the Office of the Registrar and a copy to the Department Chair)

REFERRED TO CAPS \_\_\_\_\_ RECOMMEND FOR \_\_\_\_\_ RECOMMEND AGAINST \_\_\_\_\_

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COMMITTEE ACTION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Copies will be sent to the Registrar, the Dean of the student's college, and to the Department Chair.  
The student will be notified by the Registrar.**