

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Step 1: Complete the following boxes to identify your petition type and your course information:**

Do you receive financial aid? Yes \_\_\_ No \_\_\_ Do you receive Veteran Benefits? Yes \_\_\_ No \_\_\_

I am petitioning for:

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

- Late Course Drop with Tuition & Fee Reversal/Refund
- Late Course Withdrawal(Instructor permission required)
- Course Exchange (skip Step 2, provide instructor's support for course being added)
- Other: \_\_\_\_\_

Indicate below the course(s) for which you are petitioning:

- All Courses in Term
- Only the course(s) listed below:

On what date did you last attend or participate in any course(s) for which you are petitioning:  
\_\_\_\_\_

**Step 2: Identify the reason for your petition.**

Check ALL that apply; attaching appropriate supporting documentation will strengthen your request; examples of types of documentation are included below.

- Extended illness of student.** (e.g. health provider's statement written on official letterhead)
- Illness or death of immediate family member.** (e.g. obituary or funeral information)
- Other** \_\_\_\_\_

**Step 3: By signing below I certify that my petition is truthful and complete. I understand the potential academic and financial implications of submitting this petition.**

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

**Step 4: Instructor Signature (if applicable)** \_\_\_\_\_ Date: \_\_\_\_\_

**PETITION RESULTS WILL BE E MAILED TO THE E MAIL ADDRESS PROVIDED ABOVE.**

- Approved for**
- Denied**
- No Decision**
- Late drop with refund/reversal of charges
- Circumstances are not an approved basis for petition
- Additional information needed. See Comments below.
- Late withdrawal

**Comments:**

By: \_\_\_\_\_ Date: \_\_\_\_\_