



**THE UNIVERSITY OF MISSISSIPPI
ENGINEERING DEAN'S OFFICE
*Petition for Late Withdrawal From a Course***

Full Name:	
UM Student ID Number:	
Date Request Submitted:	
Requested Withdrawal Course Name and Number:	
Course Instructor Name and E-mail:	

University Policy Regarding Course Withdrawal

After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the student's academic dean. Unacceptable reasons for late withdrawal include dissatisfaction over an expected grade or a change in a student's degree program or major. In no case may a class be dropped after the last regular class day in any semester, session, or term.

Courses dropped after the course withdrawal deadline will still appear on the student's official transcript. The W mark will be recorded if the student is passing the course at the time of withdrawal; the F grade will be recorded if the student is failing.

Date of Last Class Attendance:	
Date of Incident Preventing Continuation of Course:	
Approximate Grade in Class at Time of Incident:	
Brief Description of the Extreme or Unavoidable Emergency:	

NOTES TO PETITIONING STUDENT:

- (1) Documentation to support your withdrawal justification must be provided. Examples of acceptable documentation include medical, judicial, disability, other. Due to the confidential nature of typical documentation requested, all petition packets should be submitted in a sealed envelope. Please sign and date the sealed envelope upon submittal to the Engineering Dean's Office.*
- (2) If approved, it is your responsibility to communicate your course withdrawal to your instructor. Your instructor will have the option of assigning you a W or F at the end of the term. By administratively withdrawing, the option for a quality grade scale (A, B, C, D) has been removed. Your instructor must select one of two options: "W" if you were passing and "F" if you were failing at the time of withdrawal. A withdrawal resulting in an F is eligible for forgiveness.*
- (3) Typically, the committee only approves cases of verified extreme and unavoidable emergency in accordance with the policy of The University of Mississippi.*

Detailed Explanation of Student's Request to be De-Enrolled from a Course:

For Office Use Only:

Date of Curriculum & Policy (C&P) Academic Dean's Council:	
Signature of Chair of AD Council, Marni Kendricks, Assistant Dean	
Decision of Committee:	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
If approved, date of communication to the Registrar's Office for approved administrative withdrawal: (Must be before last regular day of semester)	
Date of Communication to Student of Committee Decision:	