

The University of Mississippi School of Education

Petition for Late Withdrawal From A Course (Undergraduates)

University Policy Regarding Course Withdrawal (Policy located in the Academic Catalog under "Academic Regulations")	
<p>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 the 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.</p>	
Student's Full Name:	
UM Student ID Number:	
Requested Withdrawal Course Name and Course Number:	
Course Instructor Name and Email*:	

**** The academic dean and/or committee reviewing request may contact the instructor for information regarding the student's academic standing in course.***

Are you still attending class?
If you are not attending class, list the date of last attendance.
Documentation Notes: (a) Documentation to support your withdrawal justification must be provided. Examples of acceptable documentation include medical, judicial, disability, other. Confidential information documents should be placed in a sealed envelope to submit with the petition. (b) If a withdrawal is approved, it is the responsibility of the student 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, F) 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 the withdrawal.

Please Provide Detailed Explanation of Request for Late Withdrawal:

Student Signature: _____

Submission Date: _____

Deliver or mail to: Dr. Whitney Webb
Student Advising and Field Experience Office
Guyton Hall Annex
P.O. Box 1848
University, MS 38677-1848

For Office Use Only:

Date of Review:	
Decision Rendered:	
If approved, date of communication to Registrar's Office	
Date of Communication to Student (decision rendered):	