

Awarding a "W" after Midterm for non-Academic Reasons

If a student wishes to withdraw from a course after the last day to withdraw without academic penalty, the course instructor must certify on the "Petition to Withdraw from a Specific Course" form all four of the conditions below and recommend withdrawal:

1. All work was up-to-date as of the last day to withdraw without academic penalty.
2. The work was of passing quality at the last day to withdraw without academic penalty.
3. Attendance was satisfactory up to the last day to withdraw without academic penalty.
4. The factors justifying withdrawal are essentially non-academic and developed after the last day to withdraw without academic penalty.

The instructor will be asked by the student to deliver the form to his/her Department Chair. The Department Chair also must recommend the withdrawal. If the instructor and Department Chair approve the withdrawal, the form must be sent to the Dean. The instructor or the Department Chair may deliver the form to the Dean. The Dean will submit the petition to the Office of the Registrar if he/she approves and recommends the withdrawal. **Students who have met their six (6) maximum withdrawals will not be given the option to use this form to withdraw from any courses.**