College of Engineering

Petition for Withdrawal from a Course after the Ten-Week Deadline

The College of Engineering will only accept petitions to drop a course from a student’s schedule after the university’s ten-week deadline for “extenuating” circumstances. The University believes that ten weeks provides adequate amount of time for a student to decide if he or she wishes to withdraw from a course.

Below are several very important considerations that are consistent with the University’s 10-week withdrawal policy:

- The fact that a student is not doing well in a course or the expected failure of the course is not considered an acceptable reason for granting permission to withdraw after the ten-week deadline.

- Because a student has exceeded the allowed number of absences in a course and that these absences reflect his or her lack of commitment to the course is not an acceptable reason to withdraw after the ten-week deadline.

- Because a student may have changed his or her academic direction and no longer needs the course is not an acceptable reason to withdraw after the ten-week deadline.

- Other excuses will be addressed during the petition.

Required Petition Documentation

Required documentation for an exception to the ten-week deadline to withdraw from a course must include the following:

- Student Name
- CWID#
- Crimson Email Address
- Course Prefix, number and section (i.e. EN 101-001)
- Narrative explaining and justifying the request for an exception from University policy.
- If request is for medical reasons, such documentation must accompany this petition.

Notification of Petition Action

Approval or denial of a petition to withdraw from a course after the ten-week deadline date may take at least two weeks. The College of Engineering Associate Dean for Undergraduate and Graduate Programs will make the final decision on all petitions. Approvals will be sent to the UA Records Office. Notification of petition approval or denial will be made through Crimson e-mail to the student.
Petition for Withdrawal from a Course
after the Ten-Week Deadline
(See instructions on other side.)

Student Name: ____________________________________________

Student Campus-Wide Identification (CWID): __________________________

Crimson Email Address: ___________________________________________

Course Number and Section: _________________________________________

**Narrative Explaining and Justifying Late Course Withdrawal Request:**

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

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__________________________________________________________________

(Attach additional sheets as necessary.)

Student Signature: ____________________________________________

Date: ______________

__________________________________________________________________

Dean’s Decision: ____________________________________________

Signature: ____________________________________________

Date: ______________