PETITION
Dropping/Withdrawing from course after Eighth Week

Date: ________________________________

Student: ________________________________  ID: ________________________________

Box No: ________________________________  Telephone No: ________________________________

Major: ________________________________  Class: ________________________________

Advisor: ________________________________

Course Name: ________________________________

Dropping/Withdrawing from a course after the end of the eighth week results in a grade of “F”. However, if the Dean of Studies agrees that there are extraordinary personal circumstances (such as student’s hospitalization, death in the family or other equally uncontrollable circumstances) a student will be allowed to withdraw with a “WP” or “WF” after the sixth week. A “Failure” (“F”) shall be posted to a student’s record when proper notice of withdrawal from a course is not given to the Registrar.

This petition, with complete details and documentation (if applicable), should be completed by the student and submitted to the Deans Office, S-100, Science and Engineering Building.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student’s Signature  Date:

For Office Use Only:
(circle one)  WF  WP

Approved: Dean of Studies  Date

10/08