



Late Withdrawal from a Course: Petition to the Committee on Academic Standards

Office of Advising & Registration

4th Floor, Dewar Union
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

Name: _____ ID No.: _____

Date: _____ Major: _____

I would like to petition for a late withdrawal from the following course:

_____ Dept – No – Sect – Title

Instructor's Name: _____ Term/Year: _____

Do you receive financial aid? _____ (This withdrawal could affect your aid)

If so, have you consulted the Financial Aid and Affordability Office? _____

Have you stopped attending class? _____ If so, when did you last attend? _____

Have you previously withdrawn from a course? _____ If so, list term(s), course(s), instructor(s):

Have you ever petitioned for a late withdrawal before? _____ If so, list term(s), course(s), instructor(s):

Please attach an explanation of:

(a) why you are requesting a withdrawal from this course

(b) why your request is late (i.e. why you did not drop this course before the deadline. Failing a course is not normally considered an adequate reason for granting a later withdrawal).

****WRITTEN PETITION MUST BE INITIALED BY ADVISOR AND PROFESSOR!****

Make sure you obtain the signatures required below before submitting this petition.

Student's Signature: _____ Date: _____

I _____ support _____ do not support this petition.

Advisor's Signature: _____ Date: _____

I _____ support _____ do not support this petition.

Instructor's Signature: _____ Date: _____

The petition was Approved _____ Denied _____ by the Committee. Date: _____