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

Please submit completed form to:

Office of the Registrar
1st Floor, Bresee Hall
Hartwick College
Oneonta, NY 13820

Name: _____   Student ID: _____   Date: _____

I would like to petition for a late withdrawal from the following course (follow formatting below):

_____ - _____ - _____ - _____
Dept   Number   Sect   Title

Instructor's Name: _____   Term/Year: _____

Please provide a ***typed explanation*** of 150 words or less below that addresses why your request is late (*i.e.*, why you did not drop this course before the deadline.)

Understand that failing a course or forgetting the deadline is not considered an adequate reason for granting a late withdrawal.

[ ]

Course Instructor: I, _____ *(please print)*, verify that the above explanation is accurate and complete.

Has this student stopped attending your course? ☐ yes   ☐ no
If yes, when did this student last attend your course? _____

Signature: _____   Date:_____

Academic Advisor: I, _____ *(please print)*, have discussed this late withdrawal with this student and verify that the above explanation is accurate and complete.

Signature: _____   Date:_____

Revised Fall 2018

Please address the following as "yes" or "no":

1. Do you receive financial aid? _____ (this withdrawal could affect your aid)
    If so, have you consulted the Financial Aid and Affordability Office? _____

2. By signing below, you are verifying that:
    ☐ You have provided an honest explanation as to why you are requesting a late withdrawal.
    ☐ You have obtained signatures from both your course instructor and academic advisor.
    ☐ You have attached all supporting evidence you would like the committee to consider when reviewing this petition.
    ☐ Should this request be granted, you will receive a 'W' for this course on your official transcript.

Student's Signature: _____ ***Date Submitted:*** _____

<mark>Please Note: Incomplete forms will be denied.</mark>

For administrative use only

This petition was ☐ Complete   ☐ Incomplete

This petition was ☐ Approved   ☐ Denied   by CAS on _____ (date)

CAS Chair Signature: _____