

INSTRUCTIONS

1. Complete form including supporting documentation for the request with your signature and date.
2. Gain instructor's signature.
3. Submit the petition to the Watson School Advising Office for consideration.
4. Return for results and, if approved, take the petition to Student Accounts to pay the \$20 late processing fee.
5. Submit the petition to the Registrar's Office to have this course dropped from your record.

Petition must be submitted to the **REGISTRAR'S OFFICE** within two weeks of approval to be accepted.

STUDENT ACCOUNTS
Receipt Number _____

Student dropped last course
 Yes No

REGISTRAR'S OFFICE
Processing date _____

Distribution:
WHITE-Registrar
PINK-Advising
YELLOW-Department
GOLD-Student

THOMAS J. WATSON SCHOOL OF ENGINEERING and APPLIED SCIENCE

LATE COURSE WITHDRAWAL PETITION

This is a request for consideration; approval is not guaranteed



Last Name _____ First _____ MI _____

Student B-Number _____ Email _____

Date of Birth _____ Major _____

STUDENT: Please complete this section:

Semester _____ Year _____

Course Name _____ Number _____

Lecture: _____ CRN: _____

Section: _____ CRN: _____

Activity: _____ CRN: _____

In the space provided or as an attachment please write an explanation of the extraordinary circumstances that you think warrant a late course withdrawal. Please be aware that guarding your GPA, lack of test results, full time status, changing your major or school or the course not applicable toward your major are not valid reasons.

PROVIDE ANY SUPPORTING DOCUMENTATION FOR YOUR REQUEST

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Comments _____

Your request must be submitted to the Watson School Advising Office no later than 72 hours before the last day of classes in the current semester.

Results will be available within two days and you may pick up your petition from the Watson Advising Office. If approved a "W" will appear on your record. If denied, any appeal must be directed to the associate dean of academic affairs.

Watson School Advising Office

Date

APPROVED

DENIED