

## 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 up to seven days. 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.**

