

COLLEGE OF ARTS AND SCIENCES

POST MID-TERM WITHDRAWAL PETITION

\*DO NOT USE this form after last day of classes for current semester

202 Patterson Office Tower

(859) 257-8712

\*CONTINUE TO ATTEND THIS CLASS UNTIL YOU HAVE BEEN NOTIFIED OF A DECISION CONCERNING YOUR WITHDRAWAL REQUEST.

\*It is strongly recommended that you speak with your academic advisor and the instructor(s) of your courses prior to submitting this petition.

Today's Date \_\_\_\_\_ Your Major \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_ Local/Cell Phone # \_\_\_\_\_

Local Address \_\_\_\_\_

Email Address \_\_\_\_\_

\*Student Signature \_\_\_\_\_

\*By signing, you are giving the College permission to send this decision to the above email address.

=====
COURSE PREFIX NUMBER, SECTION and TITLE: \_\_\_\_\_

Term (Semester) enrolled in course: \_\_\_\_\_

Total number of hours currently enrolled? \_\_\_\_\_ Are you a senior? \_\_\_\_\_

=====
A student may withdraw from a class during the latter half of the term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to Senate Council {Rule v, 1, 8.3}:

\* Reason for withdrawing: check all that apply:

- I. Illness or injury of the student;
II. Serious personal or family problems;
III. Serious financial difficulties

\*You must attach the following to this form and return it to 202 Patterson Office Tower by the last day of classes:

- 1. For each course you wish to withdraw from, you must have one completed instructor feedback form.
2. A personal statement that explains your reason(s) for withdrawing.
3. All original documentation showing your inability to withdraw prior to the midterm or verify extenuating circumstances that prevented you from academic participation after the mid-term.

The College of Arts and Sciences requires documentation be included with your petition.

Action Taken by Dean: \_\_\_\_\_ Approved by \_\_\_\_\_ Date: \_\_\_\_\_
Not Approved
Registrar Notified
Student Notified
Instructor Notified
Entered (SAP) by \_\_\_\_\_

## **Instructor Feedback Form**

To the Instructor: **Per Senate Rule V, 1,8.3**

*Before acting on such a petition, the dean will consult with the instructor of the class. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the instructor of the class of the action, and the student shall be assigned a grade of W. [Only the Dean of the College is permitted to assign a grade of W.]*

As required by the Senate rule above, please assist the College of Arts and Sciences (202 POT; 7-9252) in our making a decision on this petition to withdraw after the midterm by supplying as much of the information as you can. Please feel free to attach a course syllabus.

Instructor's Name (please **PRINT**) \_\_\_\_\_ Phone \_\_\_\_\_

Instructor's Email \_\_\_\_\_

Campus Address (please **PRINT**) \_\_\_\_\_ Speed Sort \_\_\_\_\_

1. I [do] \_\_\_\_\_ [do not] \_\_\_\_\_ take attendance. Is attendance required? Yes \_\_\_\_\_ No \_\_\_\_\_

If attendance is taken, was the student's attendance:

Regular	_____	(Until What Date)	_____
Sporadic	_____	(Beginning at what date)	_____
Rare	_____	(Beginning at what date)	_____

2. CLASS ASSIGNMENTS, QUIZZES or LAB ASSIGNMENTS

_____ # of class assignments	_____ # completed	_____ Average grade
_____ # of quizzes	_____ # completed	_____ Average grade
_____ # of lab assignments	_____ # completed	_____ Average grade
_____ # of other	_____ # completed	_____ Average grade

Describe other \_\_\_\_\_

3. TESTS / WRITING ASSIGNMENTS

\_\_\_\_\_ # of **exams** given as of today's date \_\_\_\_\_ # of exams taken by student

Dates **exams** have been given and **grade** earned \_\_\_\_\_

\_\_\_\_\_ # of **writing assignments** given as of today's date \_\_\_\_\_ # completed by student

Dates **writing assignments** were due and **grades** earned \_\_\_\_\_

4. \_\_\_\_\_ List student's cumulative **grade at midterm**. \_\_\_\_\_ current **overall grade**

5. Has the student ever contacted you with regard to this class for any reason?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, approximately, how many times? \_\_\_\_\_

If yes, give reason \_\_\_\_\_

6. Were you aware of this student's current situation prior to receiving this form?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when were you made aware? \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
(Instructor's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office address

\_\_\_\_\_  
Phone

\_\_\_\_\_ **I would like to discuss this petition. If yes, please check.**