

COLLEGE OF ARTS AND SCIENCES
POST MIDTERM 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.

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COURSE PREFIX NUMBER, SECTION and TITLE: _____

Term (Semester) enrolled in course: _____

Total number of hours **currently enrolled?** _____ Are you a senior? _____

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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. Therefore, it is naturally expected that participating in the class prior to the midterm, as well as passing the course prior to the midterm has already been achieved.

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** _____

Post Midterm Withdrawal 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; 7-8712) 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.

Student's Name (please **PRINT**): _____

Student's ID#: _____

Course prefix, number & section: _____

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.**