



Requests are approved only in the presence of convincing evidence that a serious and unavoidable hardship arose unexpectedly after the deadline and, in the case of retroactive withdrawal, the hardship not only affected your performance in the course but it also prevented you from seeking relief during the quarter. **If the course is in progress, *do not* discontinue class attendance on the assumption that your request will be approved.**

**To the Student:** You must submit a *completed Instructor's Statement* from each instructor whose course you wish to drop and a *written statement* describing your justification. You must also provide *documentation* of the hardship that you describe as your justification. Finally, you must include a completed *checklist, a self-addressed, stamped return envelope, and the completed form. You may submit this petition to our office at 1117 Cheadle Hall or mail to the address above.*

If this request is approved, the course(s) will remain on your record, but a grade of W will be recorded. If the request is not approved, the grade(s) submitted by the instructor(s) will be on your record; where the instructor submits no grade, the Registrar will record an F or NP, as appropriate.

### INSTRUCTOR'S STATEMENT

Student Name: Last, First, Middle \_\_\_\_\_ Current Quarter/Year \_\_\_\_\_ Perm Number \_\_\_\_\_

Phone \_\_\_\_\_ U-Mail Address \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

Request for withdrawal from: \_\_\_\_\_  
Department Course # Enrollment # Quarter/Year Instructor

Request an exception from MCP:  Yes  No If yes, please follow the instructions regarding letter/documentation.

#### TO BE COMPLETED BY INSTRUCTOR

1. Did the student take the midterm exam(s)?  Yes  No
2. Midterm Information: \_\_\_\_\_  
1<sup>st</sup> date grade 2<sup>nd</sup> date grade 3<sup>rd</sup> date grade
3. Did the student take the final exam?  Yes  No Date \_\_\_\_\_ Grade, if taken \_\_\_\_\_
4. Student's grade at this time: \_\_\_\_\_
5. Student's attendance (check one):  Regular  Infrequent  Never  Unknown
6. Do you object to the requested exception?  Yes  No
7. Comments:

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

**PLEASE NOTE:** The Instructor's Statement is for advisory purposes only. Authority for final approval or denial rests with the Dean of Undergraduate Education, College of Letters and Science.