

## Petition for:

**Late Withdrawal or Change to Audit, Pass/Fail or Letter Grade-GRADUATE**  
Return Petitions to: College of Arts and Sciences Graduate Affairs, Gardiner Hall LL10a, Louisville, KY 40292. You may also send a FAX: (502) 852-7230. Please note that if you are faxing additional documentation originals may be requested.

If you have any questions: E-mail: [asgrad@louisville.edu](mailto:asgrad@louisville.edu)

**Step 1.** Complete this section of the form. Please print clearly in INK

(Check one) Is this a first petition \_\_\_\_ or an appeal of a previous decision \_\_\_\_? Was it Denied \_\_\_\_ or Deferred \_\_\_\_?

(Circle one) Mr. or Ms.

(Fill in:) Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student#: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please print very clearly your E-mail. If it is not legible this will delay your results.

E-Mail (U of L e-mail preferred) \_\_\_\_\_ @ \_\_\_\_\_

Major? (circle one): Arts&Sciences Business Education Speed Nursing Social Work

other: \_\_\_\_\_ If A&S, list Degree Program \_\_\_\_\_

Step 2. Deadline for which you are requesting an exception to be made:

Change class to(Circle One): Withdrawal Audit Pass/Fail Letter Grade from Audit or Pass/Fail

Step 3. List the course/s for which you are requesting an exception:

**(Attach an Instructor's remarks sheet for each class. See Step 5 on the back)**

Class #	Dept. Abbrev.	Course #	Section	Semester	Instructor
<i>ie 5784</i>	<i>ie Biol</i>	<i>ie 101</i>	<i>ie 01</i>	<i>ie Fall 2003</i>	<i>ie Dr. Fell (instructors do not sign here)</i>

Is this a complete withdrawal from all courses in the semester indicated? \_\_\_\_\_

If not (selective withdrawal), how many hours will you have remaining? \_\_\_\_\_ **For a late selective withdrawal from a non-A&S course (ie Business, Education, Music, etc.), please contact that instructional unit for that class for late withdrawal information A&S cannot process that request.**

**Note: This form is only to be used by GRADUATE students requesting exceptions to deadlines for A&S courses or by A&S GRADUATE students requesting to drop all courses for a particular semester after the deadline.**

Student: Please complete the other side. Go to Step 4.

—OVER—

For Office use only – Do not write below

\_\_\_\_ Approved

Comments:

\_\_\_\_ Denied

\_\_\_\_ Deferred

Reported By \_\_\_\_\_ Date \_\_\_\_\_

Step 4. Explain your reasons for the request in a clear and concise manner on a separate sheet (preferably typed or very clearly written). **Please note: it is the responsibility of the student to obtain any documentation pertinent to the petition. The Dean's Office will not contact physicians or employers, etc. regarding this petition.**

--Only documented, non-academic reasons that occur after the deadline and cannot be anticipated will be considered. These include the student's illness or injury, serious personal or family problems, serious financial difficulties, and work schedule conflicts.

--It is important to be specific about what happened and when it occurred during the semester.

--Reasons that are not acceptable include, but are not limited to, conditions that existed before the deadline, low grade in course, decision to remain in the course beyond the deadline to take a second exam.

--If you are petitioning to withdraw from one of several courses (selective withdrawal), please explain why only the one course was affected by the circumstances you cite in your petition.

--Original documentation on letterhead must be attached to your petition.

--Please remember you are asking for an exception to a posted deadline.

Step 5. Complete the top of the instructor remarks form for each course listed on your petition form and take it to your instructor to have him or her complete. This is your responsibility.

Step 6. Return completed forms and required documentation to the Arts and Sciences Graduate Affairs on the lower level of Gardiner Hall (LL10a) or to the Advising Office on the first floor of Gardiner Hall.

Step 7. Complete check list, Sign and date the petition.

**Check List: Did you read and properly complete the forms? Please check each one after reading them.**

Your e-mail?

Courses filled in correctly?

First petition or Appeal?

Correct term? (i.e. Fall 2002)

Did you remember to attach an explanation?

Have you attached any and all original documentation? (i.e. Instructor's or physician's remarks)

Step 8. Check your e-mail for the results of your petition. If you do not have an e-mail address, the results will be mailed to you. For privacy reasons, results cannot be given over the phone or at the front desk. Results are usually available within 3 to 5 business days of receipt of all required materials, barring holidays, weekends or any unexpected delays due to vacations, sickness, etc.

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I affirm that the statements I have made in this petition are true to the best of my knowledge. I understand that if the information I have provided is later determined to be false, my petition may be returned to Arts & Sciences Graduate Affairs for review and the matter may be referred to the Academic Discipline Committee. Also, I affirm that I have read the petition completely.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SUBMISSION OF A PETITION DOES NOT GUARANTEE APPROVAL. YOU ARE ADVISED TO REMAIN IN THE COURSE/S UNTIL YOU ARE NOTIFIED OF THE DECISION.**

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