

**Petition for Graduate Students in A&S Who Missed the Deadline  
(Late Add, Withdrawal or Change to Audit, Pass/Fail or Letter Grade)**

This form is to be used by GRADUATE students requesting exceptions to deadlines for A&S courses or by A&S GRADUATE students seeking to drop all courses after the deadline. Submission of a petition does not guarantee approval.

Save this form to your computer then edit with Adobe Acrobat Reader, filling in form fields and saving the edited file.

Email the completed form and any supporting documents to [asgrad@louisville.edu](mailto:asgrad@louisville.edu).

You may also email this address if you have any questions.

Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail (UofL preferred) \_\_\_\_\_

Check the UofL Unit you are enrolled in:

A&S       Business       Education       Speed       Medicine      Other: \_\_\_\_\_

If in A&S, your Department and Degree Program \_\_\_\_\_

With this petition, you hope to (check one):

Add       Withdraw       Change to Audit       Change to P/F       Change to Letter Grade (was audit or P/F)

Is this a first request?       Yes       No

1. List the course/s for which you are requesting this exception to the deadline:

Department	Course #	Section #	Semester	# of Credit Hrs	Instructor's Name
example: Math	600	01	Spring 2012	3 cr.	Smith (Instructor: do NOT sign here)

Be sure to **attach a separate Instructor's Remarks form** for each course.

Is this a complete withdrawal from all courses? \_\_\_\_\_ If not, how many credit hours will you **still** be taking? \_\_\_\_\_

2. Attach a **statement** explaining the reasons for your request. Explain why you missed the deadline in question. Be complete in your explanation. For late add, address when you begin attending the course(s), what arrangements have been made to make up missed work. For late withdrawal, address why did you not withdraw by the deadline, why the course is selective if not a complete withdrawal. Your statement must end with the following words, your signature and the date of your petition.

I affirm that the statements I have made in this petition are true to the best of my knowledge. I understand that if information I have provided is later determined to be false, my petition may be referred to the Academic Discipline Committee.

3. You must also complete the top part of the **Instructor's Remarks** form and ask your instructor to answer the questions on the bottom. The completed and signed form should be returned to you, the student.

The decision will be sent to you by email. Decisions are usually rendered within 5 business days of receipt of all required materials. If your request is approved, you may need to contact the Registrar's Office within 10 days of notification.

OFFICE USE ONLY \_\_\_\_\_

Approved      Comments: \_\_\_\_\_

Denied

\_\_\_\_\_ Date: \_\_\_\_\_

A&S Dean's Office