

Petition for:

Late Withdrawal or Change to Audit, Pass/Fail or Letter Grade-GRADUATE

Return Petitions to: College of Arts and Sciences Graduate Education, 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

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

Name: _____ Student #: _____ Phone # _____

E-mail (UofL preferred) _____@_____

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

Unit you are enrolled in, check one: Arts & Sciences Business Education Speed Medical

Other: _____ If A&S, list Degree Program _____

(Check one) First request or Appeal of a previous decision? If an appeal; (Check one) Denied Deferred?

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

Change class to (Check 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 form for each A&S course, see Step 4 on the back)

CLASS OR DEPT. #	*DEPARTMENT ABBREVIATION	*COURSE #	*SECTION	*SEMESTER & # of CREDIT HOURS	INSTRUCTOR
(Example) 1359	Biol	612	01	Spring 2012, 3 cr.	Dr.Fell(instructors do not sign here attach instr. remarks form)

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 semester after the deadline.

Student: Please complete the other side also - go on to Step 4.

– OVER--

OFFICE USE ONLY –

____ 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 explaining why the last day to add deadline was missed. You must explain why you missed the deadline, when you began attending the course, and what arrangements you have made with the instructor to make up missed work. **Be very thorough in your explanation. Please note that this request is for an exception for missing posted deadlines that are posted in the Schedule of Courses and/or online.**

Step 5. Complete the top of the instructor remarks form for each course listed on your petition from and take it to your instructor to have him/her complete. This is your responsibility. This is not required for masters or doctoral candidacy.

Step 6. Return complete forms and required documentation to the Arts and Sciences Graduate Education Office on the lower level of Gardiner Hall or to the Arts and Sciences Advising Front Desk on the 1st floor.

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.

- | | |
|---|---|
| <input type="checkbox"/> Your email? | <input type="checkbox"/> Courses filled in correctly |
| <input type="checkbox"/> First petition or Appeal? | <input type="checkbox"/> Correct terms? (i.e. Fall 2011) |
| <input type="checkbox"/> Did you remember to attach an explanation? | |
| <input type="checkbox"/> Have you attached any and all documentation? (i.e. Instructor's Comments) | |

Step 8. Check your e-mail for the results of your petition. 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. If approved, you may need to contact the Registrar's Office within 10 days of received your email.

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 Graduate Education 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 _____

SUBMISSION OF A PETITION DOES NOT GUARANTEE APPROVAL.
