

Undergraduate Petition for Complete Late Withdrawal

College of Education & Human Development Students Only: This form is only to be used by CEHD students requesting to withdraw from all courses for a particular semester after the published deadline.

Submit Petitions to: Please complete the form and submit to Andrew Hovekamp in the Porter Education Building, ED 140 or upload to <https://louisville.edu/education/cehd-academic-forms>. If you have any questions, please email: andrew.hovekamp@louisville.edu.

Step 1. Complete this section of the form. Please print clearly in ink (if applicable).

Student Name: Student ID #:

E-mail (UofL E-mail Preferred):

Telephone Number:

Address:

Step 2. Complete this section regarding course information.

Semester Term Requested (Example: S'22, SU'22, F'21)

Use one form for each semester. Do not combine semesters on one form.

List all courses for the term for which you are requesting the exception:

<i>Course Subject</i>	<i>Course/Catalog #</i>	<i>Section #</i>	<i>Instructor</i>

Student: Please complete the other side. Go to Step 3. Return to check list after you complete Steps 3-6.

Checklist

Did you read and properly complete the forms? Please check each one after completing the task.

- Is your email correct?
- Courses filled in correctly?
- Correct term? (i.e. Fall 2015)
- Did you remember to attach an explanation?
- Have you attached any and all original documentation? (i.e. Instructor's or physician's remarks)
- Did you sign your petition?

Step 3. Explain your reasons for the request in a clear and concise manner *on a separate sheet (preferably typed or very clearly written.)*

Please note that if you are faxing additional documentation, originals may be requested.

A physician's statement is not acceptable as your statement. You must provide your own statement. 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 or life circumstances beyond the student's control.
- 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.
- Original documentation on letterhead must be attached to your petition.
- Please remember you are asking for an exception to a posted deadline.

Step 4. 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. Instructors must answer the questions on the form. If you need assistance contacting the instructor, please contact the instructor's department office.

Step 5. Submit completed forms and required documentation to the *Undergraduate Advising and Student Development* office in the *Porter Education Building, Room 140* or through <https://louisville.edu/education/cehd-academic-forms>.

Step 6. Sign and date the petition, and then complete the checklist on the front page.

Step 7. 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. The Standards and Admissions Committee meets monthly. Results will be communicated to you as soon as possible following the committee's decision.

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 the Standards and Admissions Committee for review. Also, I affirm that I have read the petition completely.

Student Signature: _____ Date: _____

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