

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

Return petitions to: Please complete the form and upload it via the [graduate academic form submission portal](#). If you have questions, please email: cehdgss@louisville.edu.

Step 1. Complete this section of the form. Please print clearly in ink or type your responses.

Student Name: _____

Student ID Number: _____

UofL Email: _____

Step 2. Indicate Semester Term or Terms requested for the Complete Late Withdrawal:

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

Please Note: A Complete Late Withdrawal is requesting a W grade for all of the courses taken in the term requested.

Semester Term Requested (Example: S20, U20, F20): _____

Step 3. Attach a typed statement clearly explaining your reason(s) for this request. Read the notes below carefully so that you write an effective written statement. You are asking for an exception to a posted deadline as established by the University.

Any student in the College of Education who wishes to withdraw completely from a semester past the withdrawal date is eligible for a petition. The student should have had some extenuating circumstances that led to the inability to withdraw on time or caused low grades in the semester.

Required Documents: Graduate Petition for Complete Late Withdrawal form, a one-page typed letter explaining your situation and any supporting documentation that may help your appeal.

Note 1: Only documented, non-academic reasons that occur after the deadline and that 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.

Note 2: 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.

Note 3: It is important to be specific about what happened and when it occurred during the semester.

Note 4: Any official documents that can help support why you may have had trouble previously. Ex: Funeral notes, Medical records, legal documents, etc.

- Original documentation must be on letterhead and attached with your petition.
- A physician's statement is not acceptable as your statement. You must provide your own statement.
- It is the responsibility of the student to obtain any documentation pertinent to the petition. The Graduate Student Success Office will not contact physicians or employers regarding this petition.

Student Signature: _____

Date: _____

Submission of a petition does not guarantee approval. You will be notified via email with the decision.