

**INSTRUCTIONS**

1. Complete form including supporting documentation for the request with your signature and date.
2. Gain instructor's signature.
3. Submit the petition to the Watson School Advising Office for consideration.
4. Return for results and, if approved, take the petition to Student Accounts to pay the \$20 late processing fee.
5. Submit the petition to the Registrar's Office to have this course dropped from your record.

Petition must be submitted to the **REGISTRAR'S OFFICE** within two weeks of approval to be accepted.

**STUDENT ACCOUNTS**  
Receipt Number \_\_\_\_\_

Student dropped last course  
 Yes  No

**REGISTRAR'S OFFICE**  
Processing date \_\_\_\_\_

**Distribution:**  
WHITE-Registrar  
PINK-Advising  
YELLOW-Department  
GOLD-Student

**THOMAS J. WATSON SCHOOL OF ENGINEERING and APPLIED SCIENCE**

**LATE COURSE WITHDRAWAL PETITION**

*This is a request for consideration; approval is not guaranteed*



Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Student B-Number \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Major \_\_\_\_\_

**STUDENT: Please complete this section:**

Semester \_\_\_\_\_ Year \_\_\_\_\_

Course Name \_\_\_\_\_ Number \_\_\_\_\_

Lecture: \_\_\_\_\_ CRN: \_\_\_\_\_

Section: \_\_\_\_\_ CRN: \_\_\_\_\_

Activity: \_\_\_\_\_ CRN: \_\_\_\_\_

**In the space provided or as an attachment please write an explanation of the extraordinary circumstances that you think warrant a late course withdrawal. Please be aware that guarding your GPA, lack of test results, full time status, changing your major or school or the course not applicable toward your major are not valid reasons.**

**PROVIDE ANY SUPPORTING DOCUMENTATION FOR YOUR REQUEST**

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

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**Your request must be submitted to the Watson School Advising Office no later than 72 hours before the last day of classes in the current semester.**

**Results will be available within two days and you may pick up your petition from the Watson Advising Office. If approved a "W" will appear on your record. If denied, any appeal must be directed to the associate dean of academic affairs.**

\_\_\_\_\_  
Watson School Advising Office

\_\_\_\_\_  
Date

APPROVED

DENIED