

If you need to withdraw from all your classes due to **extenuating circumstances***, please see an advisor/program coordinator in your School/College. The advisor/program coordinator will discuss your options and assist you with the completion and submission of this petition if appropriate. Office of the University Registrar will review this petition upon receipt of all the necessary and supporting documentation.

Be advised that reducing your credit load can affect your eligibility for financial aid, loan deferment, insurance, progress towards your degree, student-athlete-eligibility, and visa status for international students. There may be additional restrictions. *In some cases, excused withdrawal may not result in tuition credits. Excused withdrawal may result in additional financial obligations, such as return of aid.*

Student information

Name: _____ TUID: _____

Phone#: _____ Email: _____

Seeking excused withdrawal from:

Fall Spring Summer I Summer II Year: _____

*** CHECK EXTENUATING CIRCUMSTANCES**

1. Serious medical circumstances that render student unable to return to class(es).

Required pages: Petition for Excused Withdrawal (form), Student’s Personal Statement (form)
Other information: Educational Record Release, Medical Provider’s Statement (1 form per provider)

2. Serious family emergency that renders a student unable to return to all classes.

Required pages: Petition for Excused Withdrawal (form), Student’s Personal Statement (form)
Other information: Documentation to support personal statement

3. Military deployment to a location that would render the student unable to return to class.

Required pages: Petition for Excused Withdrawal (form)
Other information: Deployment orders

4. If you would like the committee to consider other extenuating circumstances.

Required pages: Petition for Excused Withdrawal (form), Student’s Personal Statement (form)
Other information: Documentation to support personal statement

Advisor Name: _____

Advisor email: _____

Last date of attendance: _____ **Date contacted by the student:** _____

Advisor Signature: _____ **Date:** _____

SUBMISSION INSTRUCTIONS: Completed petition documents should be uploaded by advisor/program coordinator for review by the Office of the University Registrar through **Student360** by selecting EXCUSED WITHDRAWAL PETITION document type. Please combine petition pages and all supporting documents into a single PDF document (not portfolio) before uploading. Office of University Registrar will contact faculty to confirm attendance/participation dates.

This document must be submitted with the Petition for Excused Withdrawal form.

Student information

Name: _____ TUID: _____

Seeking excused withdrawal from:

Fall Spring Summer I Summer II Year: _____

1. Did you drop/withdraw from the course(s) during the add/drop or withdrawal period for the term? If not, why?

2. Did you immediately contact your advisor/program coordinator regarding your extenuating circumstance? If not, why?

3. What other offices did you contact regarding your extenuating circumstance?

4. Please explain the details of the extenuating circumstance. Attach additional pages if necessary.