

**Former Quarter Drop Petition for Course(s)**

(formerly Hardship Withdrawal)

OFFICE OF THE REGISTRAR

FOR OFFICE USE ONLY	
Current Petitions is:	
<input type="checkbox"/> Granted <input checked="" type="checkbox"/> Email SFS	<input type="checkbox"/> Deferred <input type="checkbox"/> Withdrawn
By: _____	Date: _____
Reason: _____	
SDB Updated: _____	Student Notified Date: _____

Submit petition to:  
 University of Washington Tacoma  
 Office of the Registrar  
 1900 Commerce Street • Box 358400 • Tacoma WA 98405  
 Fax: (253) 692-4414 • Email: [reguwt@uw.edu](mailto:reguwt@uw.edu)

Name (Last) _____ (First) _____ (Middle) _____	Student Number _____
Daytime Phone (Where a message can be left) ( _____ ) _____	Email Address _____@uw.edu
<b>Are you currently on an F or J visa?</b> <i>If yes, you <u>must</u> contact the International and Student and Scholar Services before submitting your petition.</i>	Quarter and Year requested: Quarter _____ Year _____

**Instructions: Acknowledge each statement by providing your initials below.**

	This is a petition to drop course(s) after the "Last Day to Drop" deadline or the last day of instruction in the current quarter or to drop courses for a previous quarter. <b>This is not a petition for a tuition refund.</b> Check with the Office of the Registrar for the appropriate petition.
	<b>My petition must be filed within one year of the quarter being petitioned.</b> A separate petition is required for each quarter. Former Quarter Drop petitions will not be processed once a degree has been issued. Grades cannot be restored once a petition has been granted.
	I must attach a (preferably typed) statement clearly outlining the details of my petition and how my circumstances affected my ability to complete my coursework for the quarter being petitioned. Petitions lacking statements are incomplete and will not be reviewed.
	I must supply adequate supporting materials to support my petition. Content of the written materials must include pertinent dates as well as specifics of my situation. Materials of a generalized nature will not be adequate support of my petition. Examples: 5" If you have been ill, submit a statement from your doctor on letterhead or a completed Health Care Provider form. Medical records are not sufficient. 6" If there has been a death in the immediate family, submit a copy of the death certificate or funeral program/obituary that clearly shows your relationship to the deceased. 7" If your work hours have changed, submit a detailed statement from your employer on company letterhead. 8" Other, the burden of proof lies with the petitioner.
	If I am only petitioning to do a partial withdrawal for this quarter (ex: dropping two courses and keeping one) I must explain in my statement why these circumstances did not affect all courses.
	If I am completing this petition within two weeks of the close of the quarter, I should first consider requesting an "I" (Incomplete) grade from my instructor. For undergraduates, incompletes not removed by the end of the following quarter convert to a 0.0.
	Registration and Financial Aid problems are not considered grounds for a former quarter drop petition.

<b>I was unable to complete the course(s) listed due to extenuating circumstances beyond my control.</b>	<b>Courses to be petitioned:</b>		<i>Please Print</i>
	Course abbrev/number	Schedule Line Number SLN	Instructor Name (Signature not required)

I have reviewed the guidelines and outlined the details and specific circumstances supporting my request for a former quarter drop. I agree to provide materials verifying my situation and attest to its accuracy and truthfulness.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

If you are dropping all of your courses in the current quarter, complete the Official Withdrawal Form, available in the Office of the Registrar. The University reserves the right to verify the authenticity and details of your documentation.  
 You will be notified by email of the decision on your petition, usually within two weeks after it is filed. If your petition is granted, your registration record will be automatically updated with a grade of "RD" and a \$20 change-of-registration fee will be charged to your student.  
**No details of your circumstances will be shared with anyone outside the Petition Board.**

## Student Statement Required

Required: Provide a statement clearly outlining the details of your petition and how your circumstances affected your ability to complete your coursework for the quarter being petitioned. Note: Attach a typed statement or write one here.