

Hardship Withdrawal Petition for Course(s)

OFFICE OF THE REGISTRAR, BOX 358400

Submit petition to:

University of Washington Tacoma • Office of the Registrar, MAT 253 • 1900 Commerce Street • Box 358400 • Tacoma, WA 98402-3100

Name (Last)	(First)	(Middle)	Student Number
Address (Clearly PRINT for mailing)		(Apt.)	Daytime Phone ()
(City)	(State)	(ZIP)	E-mail Address @uw.edu
Quarter and Year for which withdrawal is requested:			
Quarter		Year	

By submitting this petition I am aware that:

1. 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. **This is not a petition for a tuition refund.** Check with the Office of Registrar for the appropriate petition.
2. **My petition must be filed within one year of the quarter being petitioned.** A separate petition is required for each quarter. Hardship withdrawal petitions will not be processed once a degree has been issued. Grades cannot be restored once a hardship withdrawal has been granted.
3. I must attach a typed, signed statement outlining details of my petition. **Be certain to sign the statement.**
4. In addition to my signed statement, adequate supporting documentation **must** accompany my petition. Content of the written documentation must include pertinent dates as well as specifics of my situation. Documentation of a generalized nature will not be adequate support of my petition. Supporting documentation must be from a licensed professional and submitted on letterhead. Letters of support from aides, athletic trainers, secretaries, etc., are not acceptable.
 - A. If you have been ill, submit a statement from your doctor or a completed Health Care Provider form.
 - B. If your work hours have changed, submit a detailed statement from your employer on company letterhead.
 - C. 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.
5. Only under rare circumstances will a petition be considered after the close of the quarter in which the withdrawal is being petitioned. Be certain your documentation strongly supports this request and **provide a statement as to why the petition is being submitted at this time instead of during the quarter for which you are requesting the drop.**
6. Registration problems are not considered grounds for a hardship withdrawal petition.
7. 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.

Do not use this form if you are withdrawing from all of your courses. If you are dropping all of your courses in this quarter, complete the regular Withdrawal Form, available in the Office of the Registrar. See the next page for additional information on complete withdrawal. 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, the Registrar will automatically update your registration record with a grade of "HW" and a \$20 change-of-registration fee will be charged to your student account.

I was unable to complete the course(s) listed due to physical and/or mental debilitation or unusual or extenuating circumstances beyond my control.	COURSE(S) BEING PETITIONED		
	Department/Course Number	Schedule Line Number (SLN)	Instructor

I have reviewed the guidelines and outlined the details and specific circumstances supporting my request for a hardship withdrawal. I have provided documentation verifying my situation and attest to its accuracy and truthfulness.

Student's signature

Date

FOR USE OF WITHDRAWAL BOARD ONLY

Petition is: Granted Deferred Denied

Signature of Withdrawal Board Chairperson

Date

Complete Withdrawal for the Quarter

A student who feels s/he meets the guidelines of a hardship withdrawal but wishes to WITHDRAW FROM ALL COURSES for the quarter may not petition for a Hardship Withdrawal if it is still possible to receive a complete withdrawal for the quarter, on or before the last day of instruction in the quarter. The student should fill out a withdrawal form with the Office of the Registrar to be withdrawn.

In other words, the only time a student can petition for a hardship withdrawal for all courses is if the withdrawal deadline (the last day of instruction) has passed for the quarter. Only under rare circumstances will a petition be considered after the close of the quarter in which the course is being petitioned.

A student should not wait to petition for a hardship withdrawal for all courses if s/he knows s/he will need to withdraw because the petition is not necessarily granted. If it is granted, a grade of "W" will be posted on the student's transcript as if s/he withdrew during the quarter.