

W UNIVERSITY of WASHINGTON | TACOMA

Petition to Withdraw from the Quarter after the Last Day of Instruction

Submit petition to:
Office of the Registrar • MAT 253 • 1900 Commerce Street, Tacoma, WA 98402-3100

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

Today's date is after the last day of instruction for the quarter and I have not taken examinations for my courses. I was unable to complete the quarter due to physical/ and or mental debilitation or unusual or extenuating circumstances beyond my control. I am submitting supportive documentation.

- This is a petition to withdraw from all your classes after the last day of instruction.
- Petitions must be filed promptly after the occurrence of the situation.
- Attach a typed statement outlining details of your petition.
- In addition to your typed statement, adequate supporting documentation **MUST** accompany your petition. Written documentation must include pertinent dates as well as specifics of your situation. Documentation of a generalized nature will not be adequate support of your petition. Supporting documentation must be from a licensed professional and be submitted on letterhead. Letters of support from aides, athletic trainers, secretaries, etc., are not acceptable.
 - If you have been ill, submit a statement from your doctor.
 - If your work hours have changed, submit a statement from your employer.
 - If there has been a death, a death certificate is required. In lieu of death certificate, an obituary that lists you as a family member will suffice.
- Submit the completed petition **WITH** documentation to the Office of the Registrar.
- 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.
- Registration problems are not considered grounds for a withdrawal petition.
- The Registrar and a faculty representative meet periodically to review petitions.
- You will be notified by mail of the decision.
- If your petition is granted, the Registrar will withdraw you from all your courses.
- If you are petitioning to drop a portion of your courses, use the Hardship Withdrawal Petition.
- If you have graduated, withdrawals will not be granted for course work which applied to an earned degree.
- If you are seeking a tuition refund you must submit a petition to waive tuition and fees.

COURSES BEING PETITIONED

Course Number	Schedule Line Number (SLN)	Instructor

I was unable to complete the course(s) due to physical and/or mental debilitation or unusual or extenuating circumstances beyond my control.

(The petition must be submitted with supportive documentation.)

I have reviewed the guidelines and outlined the details and specific circumstances supporting my request for dropping all courses for the quarter.

Signature of Student

Date

FOR USE OF WITHDRAWAL BOARD ONLY

Petition is: Granted Deferred Denied

Signature of Withdrawal Board Chairperson

Date