

## Undergraduate Late Withdrawal Petition

### Instructions:

- **Complete (type or print clearly) all 4 sections of this form.**
- Submit an Instructor Memorandum (IM) packet to the instructor of each course you are petitioning a late withdrawal from.
  - The Instructor Memorandum packet consists of the IM form, a typed personal statement with your request and reasons, and supporting documentation.
- **Completed** petitions can be turned in to the SW-CJ Advising Services at the Boca Raton or Davie campus.
- **A Late Withdrawal can only be petitioned up to one year from the semester the course was taken.**
  - \*Please note: poor academic performance is not grounds to petition for a Late Withdrawal.*
- A Late withdrawal will count towards your Excess Hours base and may cause additional tuition to be assessed.

**1. Student Name:** \_\_\_\_\_ **Student #:** Z \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Major:** \_\_\_\_\_

### 2. Course Information:

Semester/Year	Course prefix and No. & section No.	Title	Instructor
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### 3. Reason(s) for Request:

_____ Never Attended	<b>Additional Documentation Needed</b> Required forms only.
_____ Personal Illness	Medical documentation from Student Health Services or personal physician detailing dates and severity of illness.
_____ Personal and/or Family Problems	Description of problem(s) with verification from Student Health Services, personal physician, clergy or police department, etc..
_____ Work Circumstances	Employment verification by supervisor (including schedule, date of schedule change, and hours per week).
_____ Other: _____	Appropriate documentation to support your statement.

### 4. Personal Statement:

A one (1) page, typed, letter of what you are petitioning, your circumstances and supporting documentation along with this form.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College of Social Work & Criminal Justice - Advising Services**

Boca Raton (561) 297-2316 • Davie (954) 236-1167

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