

## 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

**3. Reason(s) for Request:**

- \_\_\_\_\_ Never Attended
- \_\_\_\_\_ Personal Illness
- \_\_\_\_\_ Personal and/or Family Problems
- \_\_\_\_\_ Work Circumstances
- \_\_\_\_\_ Other: \_\_\_\_\_

**Additional Documentation Needed**

- Required forms only.
- Medical documentation from Student Health Services or personal physician detailing dates and severity of illness.
- Description of problem(s) with verification from Student Health Services, personal physician, clergy or police department, etc..
- Employment verification by supervisor (including schedule, date of schedule change, and hours per week).
- 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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