



# Late Withdrawal Petition

OneStop Student Services, 253 University Hall CPO #1380, UNC Asheville, One University Heights, Asheville NC 28804

Late Withdrawals are subject to approval or denial by committee review and you must provide an explanation of the extenuating circumstance and/or emergency situation that prevented you from withdrawing by the published deadline. In all cases, we will confer with your instructors and we must have documentation that supports the situation described.

**Examples of Situations that *may* merit a Late Withdrawal**

- Hospitalization and/or unexpected serious health problems
- Death in the immediate family

**Examples of Situations that *do not* merit a Late Withdrawal**

- Academic difficulties or becoming "overwhelmed"
- Chronic health problems and/or minor illnesses

**Full Name:** \_\_\_\_\_ **UNC Asheville ID#: 930** \_\_\_\_\_

**UNC Asheville Email:** \_\_\_\_\_ **@unca.edu** **Phone:** \_\_\_\_\_

*Have you requested exceptions to academic policies in the past? \_\_\_\_\_ If yes, what kind of exceptions have you requested?*

**LIST THE COURSES FOR WHICH YOU ARE REQUESTING A LATE WITHDRAWAL:**

Semester/Year	Department	Course Number	Instructor

This request affects all courses in the \_\_\_\_\_ 20 \_\_\_\_ semester as listed above.

**Complete the following instructions as appropriate for your exception request.**

*In all cases, appropriate documentation is required. Students should continue to attend classes and complete assignments until they are notified of the decision. Forms should be turned in prior to the last two weeks of the semester.*

**Include the following information on a separate sheet of paper and attach to this form:**

1. Give a complete explanation of your request for this exception.
2. Attach documentation that supports your request. **Petitions submitted without documentation may not be reviewed.**
3. **If you are appealing because you missed the regular withdrawal deadline**, you must attach the Withdrawal form that is used during the first nine weeks which includes the instructor and your advisor signatures. Your explanation should address the reason the form was not submitted by the deadline.
4. **Please list and describe below the documentation you are attaching and/or have requested to support your petition:**

**If you are not requesting a Late Withdrawal from all courses, you must explain why your emergency situation affects only some of your courses on a separate sheet of paper with the other information requested above.**

**Note:** The following signatures are needed if you are on Financial Aid and/or live on campus.

\_\_\_\_\_  
Dean of Students

\_\_\_\_\_  
Financial Aid Representative

*Students with emergencies at the end of the semester should, if they are passing the course, request an Incomplete from the instructor.*

**I hereby declare all statements and attachments submitted contain true and accurate information.**

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

**Name (printed)** \_\_\_\_\_

*You will be informed of the approval or denial of your request by email. Emails regarding this appeal will only be sent to UNC Asheville email accounts.*

Received in OneStop by \_\_\_\_\_ Date \_\_\_\_\_ Complete (Y/N) \_\_\_\_\_ Needs: \_\_\_\_\_

Decision: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Changes Processed (if approved) by \_\_\_\_\_ Date \_\_\_\_\_ Student Notified by \_\_\_\_\_ Date \_\_\_\_\_