



# LATE WITHDRAWAL PETITION

UNC Asheville ▪ OneStop Student Services ▪ Ramsey Library 011 ▪ CPO #1570 ▪ 828-350-4500  
(To request permission to withdraw from one or more classes after the Withdrawal Deadline)

In all cases, appropriate documentation is required. Students should continue to attend classes and complete assignments until they are notified of the decision. Petitions will not be considered if submitted one calendar year beyond the date the initial grade was earned.

Name (Print) \_\_\_\_\_ UNC Asheville ID# 930 \_\_\_\_\_  
Last First Middle

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

Read the following information and complete the instructions as appropriate for your exception request.

### Examples of situations that *may* merit a Late Withdrawal

Extended hospitalization and/or unexpected serious health problems, death in the family during the enrolled semester

### Examples of situations that *do not* merit a Late Withdrawal

Academic difficulties or becoming “overwhelmed”, chronic health problems and/or illnesses of short duration

1. On a separate sheet of paper, give a complete explanation of your request for this exception.
2. Attach documentation that supports your request. Petitions submitted without documentation are unlikely to be approved.
3. If you are not requesting a Late Withdrawal from ALL courses, explain why your situation affects only some of your courses.

### LIST THE COURSE(S) FOR WHICH YOU ARE REQUESTING A LATE WITHDRAWAL:

<i>Semester/Year</i>	<i>Department/ Course Number</i>	<i>Section</i>

Late Withdrawals are subject to approval or denial by committee review. 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. You must provide documentation that supports the situation described. You will be informed of the committee’s decision via your UNC Asheville email account.

**I hereby declare all statements and attachments submitted are true and accurate. My request reflects a situation where a Late Withdrawal request is appropriate.**

Financial Aid Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(if you are receiving Financial Aid)*

Dean of Students Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(if living on campus and request takes you below 12 hours)*

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

*For office use only*

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

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

Changes Processed (if approved) by: \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

Student File Comments Updated by: \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_ Student Notified by: \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_