

PETITION TO REQUEST A LATE WITHDRAW

Instructions: Your request must include the following and be emailed to artsci-advising@tamu.edu:

1. This completed, signed, and dated request form.
2. Documentation, to include valid, corroborating evidence with specific dates of extraordinary circumstances from a neutral third party (physician, counselor, lawyer, etc.). Screen shots from mobile phones will not be accepted as proper documentation. Requests without proper, valid documentation **will not** be considered and will be automatically denied. Do not send detailed medical records or records you are not authorized to share.

Completion of all fields is required

Name:	UIN:
TAMU Email Address:	Cell Phone Number:
Course Name and Number(s) (i.e. ACCT 209-5XX):	Semester(s):

Please thoroughly answer the following:

1. Provide the reason for your request. What problems did you encounter? Why were you not able to drop by the posted deadline? *Provide a dated chronology of the events.*
2. Why were the extenuating circumstances beyond your control and prohibited you from dropping or withdrawing as of the posted deadline?

Terms of Review

Indicate your acceptance of the terms of this petition request review by placing your initials in the spaces provided below:

<u>I understand that:</u>	<u>Initials</u>
A Dean's Review Board will review your request in 4-6 weeks and notification will be sent to your official TAMU email address. Decisions of the Review Board are final.	
If your request is approved, the Dean's Office will submit the drop or withdrawal to the Registrar's Office on your behalf.	
The neutral, third party documenting your extenuating circumstances may be contacted to validate the authenticity of your documentation.	

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The instructor(s) of record for courses mentioned may be contacted for additional information.	
All TAMU employees who become aware of discrimination, harassment (including sexual violence) and/or retaliation must report to the incident to the university's Title IX officer, regardless of how they become aware of the information. http://policies.tamusc.edu/08-01-01.pdf 08.01.01 Civil Rights Compliance/08.01.01.M1 Civil Rights Compliance	
Any false information provided may result in an Aggie Honor code action.	

I have read and understand the terms of this petition request. The information provided for this request is complete and accurate.

Student Signature

Date

Policy:

According to the **Change of Curriculum** and **Degree Requirements** sections of the **Texas A&M University Student Rules** (<http://student-rules.tamusc.edu/>), please note the following:

Withdrawal Procedures:

17.1 An official withdrawal from the university will result when a student drops all in progress and courses not yet started in a particular term. A student who withdraws from the university before the completion of a term is required to comply with the official withdrawal procedure. This procedure is initiated by the student, online in Howdy, and routed to the [student's Dean or designee](#) for approval. A student may not initiate a withdrawal after the Q-drop deadline. However, the student's Dean or designee may, in certain, extraordinary circumstances, initiate a request to the Office of the Registrar to withdraw a student after the deadline.

Students may be required to clear his/her records with other university offices to ensure appropriate refunds are processed. Students may not withdraw during final examination periods.

17.2 If a student is currently enrolled in one or more inter/intra-sessions ("Minimester") or summer terms and chooses to withdraw from the university, all current and future in progress hours for the entire semester (spring, summer, or fall) will be dropped, and the student will be ineligible to register for courses for the remainder of that semester, regardless of whether the course does not begin until after the date of the withdrawal.

17.3 When a student withdraws from the university beginning with the day after the official census date, the registrar will assign a grade of W to all in progress courses enrolled in during that term that have not been completed by the official withdrawal date. Any courses previously Q-dropped within that term will be changed to W, and the W grades will be displayed on the permanent record. Any courses in the term previously completed and/or graded will not receive the W grade.

17.4 When a student withdraws from the university on or before the official census date for the term, the student's transcript will not include any academic record of that term. The student is not considered enrolled for the term.

Q-Drops: 1.18.2 A student may drop a course with no record during the first twelve class days of a fall or spring semester and during the first four class days of a summer term or a 10-week summer semester. Following this period, if approved by the Dean or designee of the College or his or her designee, a student may drop a course without academic penalty through the 60th class day of a fall or spring semester, the 15th class day of summer term or the 35th class day of a 10-week summer semester. The symbol Q shall be given to indicate a drop without academic penalty. Undergraduate students will normally be permitted four Q-drops during their undergraduate studies at Texas A&M University, regardless of transfer status. State law prohibits students from having more than six dropped courses from all state institutions attended during their undergraduate career if they entered higher education as first-time enrolled freshman beginning the 2007 fall semester and thereafter. For exceptions see Rule 1.19.