

The University of Memphis  
College of Education

**PETITION TO WITHDRAW AFTER THE OPTIONAL PERIOD**

“Withdrawal is not permitted after the date specified in the University Calendar for that term. Exceptions are made to the policy only in cases of extreme circumstances, such as serious illness or relocation because of employment.”

*The University of Memphis Bulletin*

**TO THE STUDENT:** Your petition to withdraw from one or all classes after the deadline date established for the term will be considered only for legitimate reasons. In order for a petition to be considered, you must have a reason that can be documented in writing.

**IMPORTANT:** Until your petition is officially approved and forms W-3, W-2 and the appropriate schedule adjustment form have been processed in the Registrar’s Office—Wilder Tower 003, you are still enrolled in your class(es).

This petition must be returned to the originating office within **five (5) working** days.

**REQUIRED STEPS FOR A LATE WITHDRAWAL PETITION TO BE CONSIDERED:**

1. Read Late/Retroactive Withdrawal Policy. If you believe your circumstances fall within the parameters of acceptable reasons for Late/Retroactive Withdrawal, complete numbers 2-6.
2. Prepare a statement in writing on form W-3 explaining in full your reason for requesting a late or retroactive withdrawal. Include any and all information you feel is relevant to substantiate your request. (Please see paragraph ABOVE for policy exceptions).
3. Provide written documentation from verifiable sources confirming your reason for a late or retroactive withdrawal.
4. Complete the late withdrawal application including a form W-2 (if required) completed and signed by each instructor.
5. Obtain approval from the Director of Transactional Studies if you are enrolled in any course with the prefix DSPM/ DSPR/ DSPS/ DSPW.
6. When the preceding steps have been completed and you have all of the required forms and documentation, you may present your withdrawal petition to a staff member in 202 Ball Hall.

Retain this sheet. When you are prepared to submit your paperwork, staple pages in the following order: Form W-3, Form W-2(s), all documentation.

***It is your responsibility to check after three working days to determine the status of your petition.***



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**WITHDRAWAL PETITION**

Withdrawal Requested for  
**Fall    Spring    Summer    Year \_\_\_\_\_**

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Note:

- If you are attempting to withdraw from more than one course, you will need to duplicate this form for each course.
- Approval of Director of Transitional Academic Studies required for courses with DSPM/ DSPR/ DSPW/ DSPS prefix.

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**To: Faculty Member:** Any student applying for a late or retroactive withdrawal from a course or semester is required to document the reason for a petition. The above-named student has applied to withdraw after the optional withdrawal period and has been instructed to contact the instructor. After you have talked with the student, please complete the form below. Your comments will help in evaluating the student's petition. Thank you.

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**The instructor of the course must provide all of the following information:**

Dept./Course/Section/Call #	Date of First Test/Grade	Date Last Attended	Grade at Time Student Stopped Attending

Approximately how many absences before last date of attendance: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Faculty Member's Name:** \_\_\_\_\_

**Faculty Member's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_