PETITION TO WITHDRAW FROM A COURSE AFTER THE PUBLISHED DROP DATE
Policy and Procedure for Undergraduate Coursework

During the withdrawal period a student may withdraw from any class using the self-enrollment system. Complete withdrawals (all classes) are processed in the Office of Student Experience and Engagement (ADM 214). Enrollment deadlines are posted online at www.ucmo.edu/registrar/dates/enroll_deadlines.cfm and are also accessible when logged into MyCentral under “Check Refund and Withdrawal Dates” in the Student Services tab. Students are encouraged to consult with Student Financial Services (WDE 1100) prior to the drop if receiving any financial aid or scholarships. **If a student has a hold on their account, the drop will need to be processed by an academic advisor.**

After the withdrawal period, **extenuating circumstances must exist** before a late withdrawal will be granted. If the late withdrawal is granted, a grade of LD (“late drop”) will be assigned. An LD has no impact on GPA.

The standard of “extenuating circumstances” applies to situations, such as illness or accidents that are clearly beyond the student’s control and would have prevented dropping the course by the established deadline. The following situations are typical of those for which “extenuating circumstances” is appropriate justification for withdrawal. **All situations require verified documentation.**

**For the purposes of a late withdrawal, “extenuating circumstances” are defined as follows:**

- An extended absence (which includes the date of the last day to drop) due to verifiable accident, illness or personal problem serious enough to cause withdrawal from the university;
- An extended absence (which includes the date of the last day to drop) due to a death in the immediate family;
- An error made by UCM;
- An unusual or very special case that merits consideration.

**The following are not considered to be extenuating circumstances:**

- Grade anticipation in class is not sufficiently high, or student is doing failing work (including plagiarism);
- Thought that the course had been dropped, either by the student or a university employee;
- Could not drop class due to a hold or was unable to drop online due to other circumstances;
- Failure to attend class, complete assignments, or take a test;
- Dissatisfaction with the course material, instructional method, or instructor;
- Class is harder than expected;
- Pressure of other classes, employment, and/or participation in extracurricular activities;
- A change in major;
- Lack of awareness of the withdrawal deadline or process

**Documentation establishing extenuating circumstances may include:**

- Verification of accident or illness (i.e., letter from physician or copies of medical bills);
- A letter from a licensed counselor;
- Death certificate;
- Banner/MyCentral records to prove attempted drop;
- Any other documents deemed appropriate.

**Instructions:**
Complete the form in its entirety and sign where indicated. Attach appropriate documentation from a verified source as proof of your extenuating circumstances. Petitions received without documentation verifying an extenuating circumstance will be denied. Mail or bring the form to the Registrar’s Office at UCM, Ward Edwards Building, Room 1000, Warrensburg, MO 64093. You may also fax it to (660) 543-8400 or e-mail it as an attachment to registrar@ucmo.edu. You will be notified of the decision through your UCM email address within 10 business days.
University of Central Missouri

**PETITION TO WITHDRAW FROM A COURSE AFTER THE PUBLISHED DROP DATE**

*Please print clearly*

<table>
<thead>
<tr>
<th>ID Number:</th>
<th>Student Name (first, mi, last):</th>
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<tbody>
<tr>
<td>700</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>E-mail*:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@ucmo.edu</td>
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*You will be notified of this decision via your UCM e-mail account.
The UCM e-mail account is the official means of communication at UCM.
If you are unable to check this account, contact the Technology Support Center at 660-543-4357 or tsc@ucmo.edu.

**Enrollment Information**

Please indicate which course(s) you are petitioning to withdraw from.

<table>
<thead>
<tr>
<th>Course Reference Number (CRN)</th>
<th>Subject Prefix/ Course Number</th>
<th>Semester Hours</th>
<th>Instructor's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 13579</td>
<td>ACCT 2101</td>
<td>3</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

Please explain your extenuating circumstances for late withdrawal and attach documentation. Petitions received without documentation will be denied:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student Signature: ____________________________ Date: _________________

**For Office Use**

Date: __________________

Petition Action:    □ Approve    □ Deny

Action By (print): ___________________ Signature: ___________________