



# PETITION FOR A LATE WITHDRAWAL

TO THE STUDENT

1. Petition for a Late Withdrawal will be accepted only when the late withdrawal is due to circumstances beyond the control of the student.
2. No late withdrawal will be approved for a student who completes a course (i.e., takes the final examination, turns in major papers, etc.), who already has a degree conferred, or is no longer a student at the University.
3. **Documentation and Reason(s) for Petition must accompany this form** (i.e., medical, work related, etc.). Submit to your college Dean's/Advising Office.

To be completed by the student.

Name \_\_\_\_\_ Banner ID No: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I am petitioning for a late withdrawal from the following courses for: Semester \_\_\_\_\_ Year \_\_\_\_\_

Enrolled in:

- |   |   |
|---|---|
| Beeghly College of Liberal Arts, Social Sciences, & Education | College of Science, Technology, Engineering, and Math |
| Bitonte College of Health & Human Services                    | Williamson College of Business Administration         |
| College of Creative Arts                                      | College of Graduate Studies                           |

CRN Example: 46259	Subject Example: English	Course # Example: 1551	Credit Hours	Instructor	Revised by Initial if form was altered by someone other than student

Reason(s) for the Petition:

- Attach a separate document explaining your reason for your request.
- Include any documentation to support your request (ie, medical, work related, etc.).

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

To be completed by the Dean. (Only the Dean of the student's college may sign.)

Approved  Not Approved

Signature of the Dean/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Submit Petition to Records, Office of the Registrar, Meshel Hall Room 233 or email to records@ysu.edu. If sending via email send each student's petition as a separate attachment. Multiple attachments can be sent in one email. Any student supporting documentation should be stored in the Dean's Office. If PLW is a result of a medical leave request approved by the Division of Student Affairs a copy of the letter from Dean of Students must be attached to this document.