

LATE COURSE WITHDRAWAL PETITION

Approved by: Office of Academic Advising | Office of the Registrar

History: N/A

Related Policies: Registration and Add/Drop (<http://catalog.stkate.edu/policies/stu-acad/grad/reg-add-drop/>)

Related Forms, Procedures and References: Petition for Late Withdrawal form (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>) | Academic Calendars (<https://www.stkate.edu/registrar/academic-calendars/>)

For Questions Contact: Office of Academic Advising | 651.690.6803 | academicadvising@stkate.edu

Students may add or drop courses online until published deadlines. The academic calendars (<https://www.stkate.edu/registrar/academic-calendars/>) contain the deadlines for dropping a course without a notation on the transcript. Courses dropped between this date and the last day to withdraw result in a W (Withdrawal) notation on the transcript. Courses dropped after the last day to withdraw automatically receive a grade of F. Students are encouraged to contact their academic advisor before dropping or withdrawing from a course to discuss the impact on progression in the program.

Students may petition to withdraw from a course after the last day to withdraw if extenuating circumstances prevented them from doing so by the published deadline. Petitions are not to be used as a replacement for a failing grade when students could have withdrawn before the published deadline.

The petition is made by submitting the Petition for Late Course Withdrawal Form found on the Registrar Forms (<https://www.stkate.edu/academics/registrar/forms/>) webpage.

All students must provide supporting documentation of why they were unable to withdraw from their course(s) prior to the deadline. This may include any of the following reasons:

- Serious medical condition of student or family member
- Death in family
- University error

The petition must be submitted no later than two weeks after the applicable term end date.