THE UNIVERSITY OF TEXAS AT ARLINGTON
WITHDRAWAL AND DROP POLICY EXCEPTION FORM

This form should be used when seeking to drop a course after the Last Drop Date. A separate form is required for each class. Students must complete sections 1 and 2 and then take the form to the individuals listed on the back side (sections 3 through 5) for signatures. It may be necessary for the student to leave the form in some offices and pick it up later. Even if the Instructor and/or Chair do not support the exception, the student should continue to obtain the remaining signature(s). Once the signatures for sections 3 and 4 have been obtained, the student should deliver the completed form to the Dean's Office of the student's major. The student will be notified of the final decision by the Dean via official UT Arlington email.

Section 1
Student Information
(to be completed by the student)

Name _____ _____ _____
Last First Middle

ID Number _____ Semester _____ Major _____

Address _____ _____ _____ _____
Street **City** **State** **Zip**

Course _____ _____ - _____ UTA E-mail _____
Prefix **Course Number** **Section**

☐ Yes ☐ No I am requesting to drop only this class. (A separate form is required for each class.)
Check One

Section 2
Exception Requested
(to be completed by the student)

Give the non-academic reason why an exception should be granted. Include the circumstances leading to the filing of this petition and the justification for your request. Be sure to include all relevant information, including dates, where applicable. Attach copies of your **documentation*** (see back) to this Petition. Use additional sheets as necessary.

_____

_____

_____

_____

_____

_____

_____

_____

Student should acknowledge:

☐ I will continue to complete coursework and attend class until I have been notified of the outcome of my appeal.

☐ I authorize the Dean for my major to obtain whatever substantiating evidence may be needed to evaluate my Petition.

☐ If my Petition is approved, I authorize the Office of Records to drop or withdraw me from the class I indicate on this Petition.

_____ _____ Phone _____
Student's Signature **Date**

Section 3
Course Instructor

Instructor should check one: ☐ I support an exception to the Withdrawal or Drop Policy

☐ I do **not** support an exception to the Withdrawal or Drop Policy

Instructor's Comments: _____

_____

_____

_____ _____ _____
Instructor's Name – print Instructor's Signature Date

Note to student: If the instructor does not support the exception, continue with Sections 4 - 5. The Dean of the student's major will determine the final outcome of the appeal.

Section 4
Chair of Student's Major
(or Director of UAC if undeclared)

Chair should check one: ☐ I support an exception to the Withdrawal or Drop Policy

☐ I do **not** support an exception to the Withdrawal or Drop Policy

Chair should verify student's major:_____

Chair's Comments: _____

_____

_____

_____ _____ _____
Chair's Name – print Chair's Signature Date

Note to student: If the Chair does not support the exception, continue with Sections 5. The Dean of the student's major will determine the final outcome of the appeal.

Section 5
Dean of Student's Major

Dean should check one: ☐ I support an exception to the Withdrawal or Drop Policy

☐ I do **not** support an exception to the Withdrawal or Drop Policy

Dean should verify student's major:_____

Dean's Comments: _____

_____

_____

_____ _____ _____
Dean's Name – printed Dean's Signature Date

Note to student: The Dean of the student's major will determine the final outcome of the appeal.

* Acceptable documentation should: 1) be provided on official letterhead by the entity that can verify the situation and 2) include a timeline of the extraordinary event that occurred on or after the Last Drop Date for the semester in question. If the event occurred prior to the Last Drop Date, the student should have made the decision to drop the class at that time.

Examples of appropriate documentation include: medical documentation on doctor or hospital letterhead that provides a timeline of serious health-related or emotional difficulties, evidence of the death of a close family member substantiated by a death certificate or an obituary (programs handed out at the funeral are not sufficient), or travel documentation/receipts related to an emergency trip.

Examples of poor documentation that will *not* be accepted include: evidence of an event that occurred prior to the Last Drop Date, photocopies of documentation, a doctor's note that does not indicate the timeline of the medical issue, a note from a family member explaining the extraordinary situation, a written summary of a semester's worth of events that led to poor performance in a class, requests to drop only one course for the semester but not the other courses, requests to drop a course after the student has completed it, etc.

Students who submit altered or forged documentation with be referred to the Office for Student Conduct for appropriate disciplinary action.