

**UNDERGRADUATE SPECIAL PETITION  
LATE WITHDRAWAL**

**INSTRUCTIONS:**

- 1.) **CLICK ON THE GRAY AREAS TO TYPE IN THE REQUIRED INFORMATION.**
- 2.) **COMPLETE ALL SECTIONS OF BOTH PAGES COMPLETELY AND SECURE REQUIRED SIGNATURES. ATTACH EXTRA PAGES WHERE NECESSARY.**
- 3.) **ATTACH APPROPRIATE DOCUMENTATION.**
- 4.) **PRINT AND SUBMIT PETITION TO ACADEMIC ADVISING (SS1600).**
- 5.) **THE FINAL DECISION WILL BE POSTED TO THE MEMORANDUM SECTION OF YOUR TRANSCRIPT.**

<p><b><u>STUDENT INFORMATION</u></b></p> <p>Name _____</p> <p>Student Number _____</p> <p>Major _____</p> <p>Phone Number _____ Address _____</p> <p>E-mail Address _____ City/State _____ Zip _____</p> <p>Cumulative GPA _____ Earned Credits _____</p> <p>Current academic status (select one):    good standing    probation    suspension</p> <p style="text-align: center;">(Continue to page 2)</p>	<p><b>Are you appealing a denied petition?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, you have the right to appear before the appeals committee. Do you wish to do so?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, see the Academic Advising Office for details</b></p>
--	--

<p><b><u>ACTION (For Office Use Only)</u></b></p> <p>Decision:                      Approved                      Denied</p> <p>Action: _____ _____ _____</p> <p>Comments/Notes:</p>          <p>Provost's Designee _____ Date _____ (Enrollment Review Committee Signature)</p>	
--	--

**Page 2 of 2 – Undergraduate Late Withdrawal Special Petition**

**FOR THE STUDENT: Complete this section.**

Semester for which you are requesting withdrawal: \_\_\_\_\_

What was the withdrawal deadline for the requested semester? \_\_\_\_\_

Provide an explanation of the circumstances leading to your request. List all relevant facts, unforeseeable extenuating circumstances and reasons. Provide documentation that would verify or support your petition. Use an attachment if more space is needed.

The approval of this petition may affect your future financial aid eligibility. Contact the Financial Aid Office (SS1100, 920-465-2075) for more information.

I agree to pay any and all additional tuition and fees or penalties resulting from approval of this petition. (Consult with Student Billing, SS1300/465-2224, if you have questions).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPPORTING SIGNATURE(S): You are encouraged to seek supporting signature(s) from relevant faculty, staff, or other professionals. See documentation statement above.**

Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_