

CLEARLY PRINT NAME AND ADDRESS

Upon completion, return this application along with your narrative and documentation to your College Dean or Advising Office.

STUDENT IDENTIFICATION NUMBER (NUID) _____ PHONE NUMBER _____

LAST NAME _____ FIRSTNAME _____ MI _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

**UNIVERSITY OF NEBRASKA-LINCOLN
NON-MEDICAL PETITION FOR
LATE WITHDRAWAL
(PAST THE WITHDRAWAL DEADLINE)**

This process in no way affects your tuition and fee liability for the term. The result of this petition process (if granted) will be to post a grade of "W" on the course or courses you are petitioning. Courses cannot be fully removed from an academic record through this process.

Term: _____ **I request withdrawal from the following course(s):** _____

Withdrawal Policy. Students may withdraw from all classes, regardless of circumstance, from the first day of classes through the 3/4 point of the term or length of class whichever is shorter. Any withdrawal from classes after the 3/4 point of the term or class must be for extraordinary circumstances and will be granted only by petition.

Guidelines for withdrawal. Students should consider meeting with their academic advisor before petitioning for late withdrawal. Students withdrawing due to a medical condition should visit with the Vice Chancellor's Office for Student Affairs. In addition, when dropping below full-time status, the following student groups should consider consulting the entities below:

Student Group

- International students
- Veterans or students receiving assistance through the GI Bill
- Student athletes
- Students registered with Services for Students with Disabilities
- Scholarship or financial aid recipients

Campus Unit

- International Student and Scholar Office
- Military and Veteran Success Center
- Athletic Academic Counselor
- Office of Services for Students with Disabilities
- Husker Hub

More considerations can be found at <https://registrar.unl.edu/student/registration/add-drop-withdraw/#Withdrawals>.

Grounds for Withdrawal. Grounds for extraordinary withdrawals may include but are not limited to:

- Death or significant illness in the immediate household of the student which requires the extended absence of the student and where "Incomplete" grades are not appropriate;
- A sudden and unexpected change of employment duties or hours which prevents the student from completing the course and where an "Incomplete" is not appropriate;
- A complete absence from all courses for the term without having officially withdrawn.

Your petition for withdrawal must include both of the following items:

1. Your narrative (statement) giving the details of your petition, typed or neatly written on a separate piece of paper, dated and with your signature attached to this form.
2. Adequate documentation supporting your narrative and petition. For example:
 - a. If a family member was ill and saw a medical practitioner, submit a signed dated statement from the medical provider.
 - b. If you had a death in your immediate family, submit a copy of the death certificate or the remembrance from the funeral and clear documentation of your relationship with the deceased.
 - c. If your work hours changed and now conflict with your class schedule for this term, submit an employer's signed and dated statement confirming that change.
 - d. If you were absent from all your courses but did not withdraw from the class, include statements from course instructors on letterhead verifying your non-attendance.

COLLEGE COMMITTEE DECISION

GRANT _____ DENY _____ DEFER _____ COLLEGE REPRESENTATIVE SIGNATURE _____ DATE _____

AFTER COMMITTEE ACTION, COPY TO: Office of the University Registrar, <https://registrar.unl.edu>, registrar@unl.edu