

# LATE COURSE WITHDRAWAL PETITION

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**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/undg/registration/>)

**Related Forms, Procedures and References:** Petition for Late Add / Late Withdrawal form (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>) | (<https://www2.stkate.edu/sites/default/files/sites/registrar/PetLateAdd.pdf>) Academic Calendars (<https://www.stkate.edu/registrar/academic-calendars/>)

**For Questions Contact:** Office of Academic Advising | 651.690.6803 | [academicadvising@stkate.edu](mailto:academicadvising@stkate.edu)

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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 Petitions are not to be used as a replacement for a failing grade when students could have withdrawn before the published deadline.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 30 days after the applicable term end date.