

COLLEGE OF ARTS AND SCIENCES
University of Kentucky
202 Patterson Office Tower (859) 257-8712

POST MID-TERM WITHDRAWAL "requests" can be filed after the last day for an official student withdrawal and up until the last day of classes.

However, petitions are reviewed by a committee. It is difficult to predict how long you will need to wait for a final decision. Requests filed the last week of classes will not be given the same consideration as those filed when the documented extenuating circumstances occurred. WITHDRAWAL REQUESTS FILED DURING FINALS WEEK WILL NOT BE REVIEWED UNTIL GRADES ARE POSTED. THESE REQUESTS WILL THEN BE FORWARDED TO A UK SENATE COMMITTEE FOR RETROACTIVE WITHDRAWALS.

NOTE: Petition forms and documentation must either certify your inability to withdraw prior to midterm or verify extenuating circumstances that prevented you from academic participation after the midterm.

You should generally allow at least one week for a decision **AND CONTINUE PARTICIPATING IN YOUR CLASS(ES).**

University Senate rule [RULE V, 1, 8.3]: A student may withdraw from a class during the latter half of the term if he/she can certify a NON-ACADEMIC reason. You must show that one or more of the below conditions applies to you and provide written documentation to the instructor and/or the Dean certifying your reason to withdraw.

- 1) Illness or injury of the student;
- 2) Serious personal or family problems;
- 3) Serious financial difficulties.

NOTE: It is strongly recommended that you speak to your academic advisor and the instructor(s) of your course(s) prior to submitting this petition.

FIRST: Secure one "Post Mid-Term Withdrawal Petition" for each course you wish to drop. Complete the front of the Post Mid-Term Withdrawal Petition, except for "Action taken by Dean."

SECOND: Ask the instructor of each of the courses to complete the back side of a petition form. The instructor's name, address, and phone number must be printed on the petition before it will be accepted.

THIRD: Bring all the completed petition(s) **with supporting documentation attached** to POT 202. Continue attending class until you have confirmed a decision regarding your petition. To avoid delays and lost petitions, DO NOT have the instructor or the department submit the petition for you.

FOURTH: You must contact Arts and Sciences (POT 202) to find out whether or not your petition has been approved.

LAST: If you file a petition(s), which withdraws you from all your classes and the petition(s) is approved by the dean, you must return to A&S and complete a withdrawal card which you'll submit to the Registrar's Office. You are NOT withdrawn from the university unless you complete this step.

COMPLETING THE ATTACHED FORM DOES NOT WITHDRAW YOU FROM A CLASS!