

# PETITION TO DROP A COURSE WITH A W AFTER THE DEADLINE

## Academic Withdrawal After the Deadline (Late Term Withdrawal Without Academic Penalty)

For more information on academic withdrawal after the deadline, [see seu.edu/registrar/withdrawal-policy](http://seu.edu/registrar/withdrawal-policy) .

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### PROCEDURE

1. If the student believes they may qualify for an academic withdrawal after the deadline, they should consult the Coordinator for their campus listed on the [Office of Student Outreach and Support](#) website.
2. The student prepares the petition based on guidance from the Coordinator for their campus and submits the completed petition to the Coordinator by the term deadline.
3. After verifying completion of the petition package, the Coordinator will forward the petition package to the appropriate school Director.
4. At both campuses, each reviewer should forward the petition to the next level within 10 business days. The sequence for forwarding the petition is as follows:
  - a. The designated Coordinator at the Hattiesburg or Gulf Park campus

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## INSTRUCTIONS

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## PERSONAL INFORMATION

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## HARDSHIP

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## DOCUMENTATION

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## STUDENT SIGNATURE

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## OFFICIAL SIGNATURES

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