



**Part 1**

**Petition for Late Drop or Withdrawal**  
Office of the Registrar, 266 University Pavilion,  
Flint MI 48502  
Phone: 810-762-3344, Fax: 810-762-3346

Deadline date for filing petition & documents: **Fall term- Mar 31; Winter Term- July 31; Spring/Summer Term-Sep 1.** *If the deadline falls on a weekend, it will be extended to the next business day. Petitions & supporting documentation must be received by the filing deadline date.*

**Part 1. Must be completed by the student: (Please Print Legibly)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ UMID: \_\_\_\_\_

Home Address: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

UM-Flint Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Advisor: \_\_\_\_\_

Applicable Semester/Year: Winter 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Fall 20 \_\_\_\_\_

Please provide all information for the classes you wish to drop (per sample line):

Dept	Course and Section Number	CRN	Number of Credit Hours	Last Date of Attendance	
Ex. ENG	111-01	12345	3	Sept 21, 2017	

Detailed reason for this petition (attach additional typewritten pages if needed):  
  
If this petition is approved, how will it affect your degree plan?

Are you a financial aid recipient: (Circle one) Yes No  
*If yes and this petition is approved, you may have to repay aid for the applicable year. For more information, the staff in the Office of Financial Aid are able to answer your questions at 810-762-3444.*

By filing this petition, I understand:

- If my courses are currently meeting, I am responsible for attendance, coursework and billing.
- The approval of a late withdrawal request will not automatically result in any tuition/fee refunds.
- I will receive all correspondence, including decision notification, through my UM-Flint student email.
- No personal interviews will be granted.
- Falsification of any information on this form or documentation will be considered a violation of the Code of Student Conduct and appropriate measures will be taken.
- I hereby certify the information provided above and within this petition is correct and true to the best of my knowledge.

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

I have reviewed the reasons and documentation for this petition.

Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**University Appeal Committee: Approved Denied Provost: Approved Denied**



Late Drop or Withdrawal Medical Documentation Form

Part 2

Instructions for medical/mental health provider: The student listed below has requested an academic exception from the University of Michigan-Flint due to a serious medical/mental health condition. Please provide detail about the impact of their medical/mental health condition. In order to constitute a serious medical condition, a student must have been unable to perform academically (attend class, study course content, take tests, write papers) for an extended period.

If more than one physician is treating this condition, please provide a separate copy of this sheet to each.

Form with fields for Patient's Name (last, first, middle) and UMID.

Health Care Provider section with fields for Print Name, Signature, Date, Practice Name and Street Address, City, State, Zip, Telephone Number, Fax Number, and License #.

Diagnosis (including any complications) section with three blank lines for text.

History section with fields for Date patient first visited, Did you prescribe that the patient should stop attending classes?, If yes, date on which you advised patient to stop attending classes, Date patient was released to return to classes, and Upon return to school, does patient have any restrictions?.

Physical Therapy section with fields for Did the current condition result in a period of physical therapy?, If yes, Date of first visit, Date of most recent visit, Frequency, and If physical therapy is completed, date of final visit.

Release of Information section with a statement: 'I hereby authorize any physician or hospital to release all information with respect to myself to the University of Michigan-Flint, which may have a bearing on this petition.' and fields for Student Signature and Date.

## Instructions for Petitions for Late Drops and Withdrawals

Deadline date for filing petition & documents: **Fall – Mar 31; Winter - July 31; Spring/Summer – Sep 1.** *If the deadline falls on a weekend, it will be extended to the next business day. Petitions & supporting documentation must be received by the filing deadline date.*

### Instructions:

1. Complete Part 1 of form.
2. If this is a petition to drop or withdraw based on medical reasons, have your licensed health care provider complete Part 2.
3. Submit completed form with required documentation by the stated deadline dates above

Following the guidelines will allow for the efficient processing of your petition. If you have any questions pertaining to completing this form, please contact the Office of the Registrar, 266 University Pavilion, 810-762-3344, option 1.

Petition Deadline: Petitions & supporting documentation must be submitted to the University Appeal Committee by the deadlines stated above.

Petitions to drop a course after the final drop deadline (<https://www.umflint.edu/registrar/academic-calendars>) or withdraw from a semester (drop all courses) after the end of the semester will only be considered for documented medical reasons or the death of an immediate family member. Immediate family member is defined as spouse or other qualified adult, son, daughter, parent, grandparent, grandchild, brother, sister (or the spouse of any of them), of the student.

The University Appeal Committee will not review an incomplete petition. Please be sure to provide all information requested on the form including:

- Advisor signature
- Medical documentation from a licensed health provider if applicable-use the attached form and submit with your petition
- Obituary, death certificate if applicable

Tuition/fee adjustments and financial aid adjustments will be considered when making decisions to drop courses or withdraw from the semester.

- Please be aware that interest charges may continue to be assessed until such a time as a determination is made on your petition or the account is paid in full.
- A petition being reviewed by the committee does not guarantee reinstatement of financial aid.

Students will be notified in writing via UM-Flint student email of the outcome of their petition.

Decisions of the University Appeal Committee are final.

Requests for late withdrawal/tuition appeal will be denied if filed for academic reasons, failure to drop/withdraw correctly, nonattendance, or financial aid ineligibility. Undocumented circumstances cannot be approved.

### Student Responsibility:

- Be aware of the possible implications of withdrawals/tuition appeals on academic standing, financial aid, graduate assistantships, housing, insurance, visa status, and other University services.
- If your request is for the current semester, you should continue attending class after you submit your appeal, until a decision has been made. If you discontinue attending class and your request is denied, you may risk negative grade consequences.
- You are responsible for all charges assessed on your student account while your appeal is pending. Filing a petition does not relieve your current financial obligation to the University of Michigan-Flint. Late fees will accrue on outstanding balances.

- An approved late withdrawal petition will result in a 'W' grade and does not automatically result in removal of any financial charges.

*Revised May 2018*