

Step 1: Contact an Academic Advisor.

*The first step to completing a late withdrawal petition is to contact an academic advisor and explain why you need a late withdrawal petition. **Discussing the situation as honestly as possible allows the academic advisor to provide you with the best possible feedback on whether or not a late withdrawal is appropriate for your situation. If you need information on where your advising center is located, visit: <http://www.unlv.edu/advising/centers>

Step 2: Print a petition form.

Visit: https://www.unlv.edu/sites/default/files/page_files/27/GeneralPetitionForm.pdf

Complete the top portion (Name, NSHE, Address, etc). Check the box next to "Requested Action" labeled "Withdrawal."

Step 3: Gather supporting documentation.

The type of documentation needed will vary depending on the circumstance, so please communicate with an academic advisor in order to discuss options based on your individual situation. Useful documentation has visible dates that align with your story.

The following are examples of useful documentation: **death certificate, medical bills, police reports, lease information, transcripts, etc.** In some situations, signed statements from individuals other than yourself can be accepted as documentation, though these will not be as strong as an official record.

Step 4: Prepare the justification.

This is best done by writing "See Attached" in the justification box, and including a 1-2 page typed, double-spaced essay that addresses the following:

1) What happened during the semester that caused you to be seeking the late withdrawal.

Note: Late withdrawals without some type of extenuating circumstance such as a death in the family or a medical emergency are not a strong case and will likely not be approved. "I didn't know when the drop date was" will not be accepted as it is the student's responsibility to be aware of important campus dates.

2) How the attached documentation supports that story. Dates on the documentation must match your story.

3) Why you didn't drop the class before the drop deadline that semester.

4) What your plan of action is going forward (e.g., "My medical condition has been resolved, as evidenced by the attached doctor's note").

Step 5: Sign the petition.

The signature line is located at the bottom right hand corner of the justification box. **Do not attempt to gather the signatures located in the Reinstatement Action box** – that will be taken care of when you submit the petition.

Step 6: Submit the petition to the ASC.

Bring the petition to the front desk of the ASC and request for it to be given to the ASC's appeals committee. The ASC's appeals committee reviews petitions on Tuesdays at 9:00am (once or twice per month, depending on Faculty Senate's meeting schedule) and will approve or deny them. It is then forwarded to Faculty Senate for review, and Faculty Senate will then approve or deny. Faculty Senate's decision is final, regardless of the ASC's decision. Faculty Senate is located in FDH 220 or can be contacted via telephone at 702-895-3689. There is not an appeal process available for petitions denied through Faculty Senate.

This handout was created to help students understand how to build a case for late withdrawal from courses taken during a previous semester. Following these guidelines does not guarantee that the petition will be approved. Approval will be based on the strength of the case relative to the documentation provided, and is ultimately based on the discretion of Faculty Senate. Please visit with an academic advisor to discuss additional options in the event that the petition is not approved.

*Students submitting petitions for late withdrawal are automatically considered for withdrawing from the entire semester and not one or two classes. For students who want to attempt a late withdrawal from just one class, there must be a specific reason and strong documentation to support it.

**Late withdrawal from a semester can have serious financial aid implications. Please visit with an academic advisor as well as Financial Aid to ensure that late withdrawal is the best solution for you.