

Petition for Late Drop or

Withdrawal Office of the Registrar, 266 University Pavilion, Flint MI 48502 Phone: 810-762-3344, Fax:

810-762-3346

Part 1

Deadline date for filing petition & documents: Fall term- Mar 31; Winter Term- July 31; 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 com	ipleted by the stud	ient: (Please Print Le	egibly)			
Last Name:		First Name:		UMID:	UMID:	
Home Address:			Preferred Name:			
UM-Flint Email A	UM-Flint Email Address:		Phone Number:		Advisor:	
	Death of a Never Att Other - Co ster/Year: Winter 2	documented medica an immediate family ended (Part 1 of peti onsideration to be de 20 Summer 2 lasses you wish to di CRN	member (obituary, obituary, obition only; additional etermined by the Un 20Fall 20	death certificate requi documentation may iversity Appeal Comi	y be required)	
	Section		Credit	Attendance		
	Number		Hours			
Ex. ENG	111-01	12345	3	Sept 21, 2017	POT 1	
				•		
		tach additional typev				
If yes and this petition	al aid recipient: (Ci on is approved, you may questions at 810-762-3	have to repay aid for the	No e applicable year. For mo	re information, the staff	in the Office of Financial Aid are	
By filing this peti	tion, I understand:					
• If my coι	rses are currently	meeting, I am respor	nsible for attendance	e, coursework and bi	lling.	
 The appr 	oval of a late with	drawal request will n	ot automatically resi	ult in any tuition/fee	refunds.	
I will rece	eive all correspond	ence, including decis	sion notification, thro	ough my UM-Flint st	udent email.	
No perso	onal interviews will	be granted.				
• Falsificat Student (ion of any informa Conduct and appro	tion on this form or or priate measures will tion provided above	be taken.			
my knowle		p. 01. aca acove	and mann petr			
Student Signatur	e:		_	Date:		

I have reviewed the reasons and documentation for this petition.					
Advisor Signature	Date: usis of having never attended.)				
University Appeal Committee: Approved Denied					
Revised August 2023					



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. Patient's Name (last, first, middle): UMID: **Health Care Provider** _ Print Name Signature Date Practice Name and Street Address: _____ City, State, Zip Telephone Number:______Fax Number_____ License # Diagnosis (including any complications): **History:** Date patient first visited you for this condition (mm/dd/yyyy):_____/___/ Did you prescribe that the patient should stop attending classes? (circle one) YES NO If yes, date on which you advised patient to stop attending classes:_____/____/ Date patient was released to return to classes:_____/____/ Upon return to school, does the patient have any restrictions? (circle one): YES NO If yes, describe: **Physical Therapy:** Did the current condition result in a period of physical therapy? (circle one) YES NO If yes, Date of first visit:____/___/ Date of most recent visit:____/___/___ Frequency (circle one) Weekly Monthly Other (specify) Release of Information- 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. Student Signature Date Revised August 2023

Instructions for Petitions for Late Drops and Withdrawals

Deadline date for filing petition & documents: Fall – Mar 31; Winter - July 31; 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 2.

Petition Deadline: Petitions & supporting documentation must be submitted to the University Appeal Committee by the deadlines stated above. Petitions submitted after the deadline may not be considered.

Petitions to drop a course or withdrawal (drop all courses) from the semester after the deadline will only be considered for:

- Documented medical reasons. Petitions submitted for medical reasons must include documentation from a licensed health provider.
- The death of an immediate family member. Petitions for the death of an immediate family member must include documentation of an obituary or death certificate. 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.
- Never attending the course. Petitions submitted for never attending a course are subject to verification by the University
 Appeal Committee. "Never attending" is defined as <u>never</u> attended any in class sessions or participated in an online course,
 which includes attending online class meetings or submitting any discussion boards or assignments. The Committee may
 take additional steps to verify that the course was not attended and may request additional documentation from the
 student. Petitions for never attending a course must be submitted by the deadline or they will not be considered.
- Extenuating circumstances as determined by the UAC

Deadlines can be found by viewing the academic calendar here: https://www.umflint.edu/registrar/academic-calendar/

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 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.