



**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 completed by the student: (Please Print Legibly)

Last Name:		First Name:		UMID:	
Home Address:			Preferred Name:		
UM-Flint Email Address:		Phone Number:		Advisor:	
Reason for petition		☐ Medical (documented medical reason required from a licensed health provider, see Part 2) ☐ Death of an immediate family member (obituary, death certificate required) ☐ Never Attended (Part 1 of petition only; additional documentation may be required) ☐ Other - Consideration to be determined by the University Appeal Committee			
Applicable Semester/Year: Winter 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	Part of Term
Ex. ENG	111-01	12345	3	Sept 21, 2017	POT 1

Detailed reason for this petition (attach additional typewritten pages if needed):

If this petition is approved, how will it affect your degree plan and time to graduation?

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:_____

(Advisor signature is not required for students petitioning on the basis 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: _____
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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) _____
If physical therapy is completed, date of final visit: _____/_____/_____

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

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 never 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.

