

## PETITION FOR ADMINISTRATIVE WITHDRAWAL

### POLICY SUMMARY

A petition for an administrative withdrawal (AW) must meet all of the following conditions:

1. The student encountered extreme extenuating circumstances or an emotional or personal tragedy beyond the student's control (e.g., the death of an immediate family member, a severe illness or incapacitation, a debilitating accident) that severely affected the student's academic performance during a prior semester. The student must provide documentation of the nature and extent of these circumstances.
2. Administrative withdrawals are not for situations where students simply performed poorly, took on more work than they could handle, stopped going to classes, wanted to make "minor adjustments" to their transcripts, or otherwise performed below expectations.
3. The student must have been in good academic standing (GPA of 2.0 or better) the semesters before and after the semester under review (with a minimum of nine credit hours if fall or spring or a minimum of six credit hours if summer). Final grades from the subsequent semester must be posted before an administrative withdrawal can be approved.
4. The student must be enrolled at the time of the petition. Petitions for administrative withdrawal must be filed prior to graduation.
5. Administrative withdrawal can be used only once during a student's academic career.
6. The designation of AW is assigned to all courses taken during the semester in question.

For further policy details, consult the [Undergraduate Bulletin](#).

### PROCEDURE

1. Students who wish to request an administrative withdrawal must first consult the Coordinator for their campus listed on the [Dean of Students Office](#) website.
2. Based on guidance and verification from the Coordinator for their campus, the student prepares the petition.
3. The student submits the completed petition package with the Coordinator, who will forward it to the director of the student's current major.
4. The Petition for Administrative Withdrawal will be reviewed and acted upon within 10 working days from receipt by each of the following: the director(s), the dean(s), and the provost.
  - a. If the student was a major in the same school during the semester for which the AW is requested, the petition must be reviewed and forwarded with a recommendation from the reviewer in the following sequence:
    - i. Director of the student's current major,
    - ii. Dean of the student's current major,
    - iii. Graduate Dean, if applicable
    - iv. Provost.
  - b. If the student was a major in a different school during the semester for which the AW is requested, the director and the dean of that previous major must also make a recommendation. In that case, the petition must be reviewed and forwarded with a recommendation from the reviewer in the following sequence:
    - i. Director of the student's current major,
    - ii. Director of the student's previous major,
    - iii. Dean of previous major,
    - iv. Dean of the student's current major,
    - v. Graduate Dean, if applicable
    - vi. Provost.
5. After making a final determination in the case, the Office of the Provost will communicate the decision to the student, appropriate director(s) and dean(s), and registrar. Note that even when a petition is approved, it will take time to process, especially for petitions submitted toward the end of the term. As such, grade changes may not be reflected on transcripts until the following term.

## PETITION FOR ADMINISTRATIVE WITHDRAWAL

### INSTRUCTIONS

- 1 Read the policy and procedures for the Petition for an Administrative Withdraw, which are part of this form.
- 2 If after reading the policy you think you may qualify for an Administrative Withdraw and wish to initiate a petition, you should consult the Coordinator for your campus listed on the [Dean of Students Office](#) website.
- 3 Based on guidance and verification from the Coordinator for your campus, complete the petition with all required documentation. Leave the completed petition with the Coordinator, who will forward it to the appropriate next office.
- 4 The Registrar will notify you by email when your petition has been decided.

### PERSONAL INFORMATION

Name \_\_\_\_\_ Student ID \_\_\_\_\_ Email \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ AW Request Term \_\_\_\_\_ Year \_\_\_\_\_  
 Current Major \_\_\_\_\_ Major During W Request Term \_\_\_\_\_

### HARDSHIP

Nature of Hardship  Accident/illness/hospitalization (self or immediate family) Date(s) of Hardship \_\_\_\_\_  
 Death of immediate family member  
 Other \_\_\_\_\_

### DOCUMENTATION

All requested documentation must be attached to this form in order for it to be valid. Once documentation has been collected, it must be verified by the Coordinator for your campus listed on the [Dean of Students Office](#) website.

- 1. Written personal statement detailing nature and circumstances of hardship
- 2. Third-party evidence which supports nature and circumstances of hardship (for example, medical or legal records)
- 3. Current unofficial USM Transcript and Degree Progress Report (DPR)

Verified by Coordinator \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT SIGNATURE

By signing, I acknowledge that I have read and understand the instructions on this form and I agree to comply with the procedures therein. I have provided documentation that is accurate, relevant, and complete and I understand that failure to do so voids/nullifies this request. If this request is approved, I understand that I am still responsible for any tuition/fees incurred for the semester in question. I also understand that it is my responsibility to discuss with the Financial Aid Office the impact that an Academic Withdrawal may have on my financial aid.

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

### OFFICIAL SIGNATURES

Director(s) and dean(s) may attach a statement with their assessment of and recommendation regarding the student's petition.

Director of Student's Major _____	Date _____	SUPPORT	DENY
Director of Student's Prior Major (if applicable) _____	Date _____	SUPPORT	DENY
Dean of Student's Prior Major (if applicable) _____	Date _____	SUPPORT	DENY
Dean of Student's Major _____	Date _____	SUPPORT	DENY
Graduate Dean (if applicable) _____	Date _____	SUPPORT	DENY
Provost _____	Date _____	SUPPORT	DENY