

MEMORANDUM

TO: College of Agriculture, Food and Environment students

FROM: Carmen Agouridis, Chair, Post Midterm Withdrawal Committee

SUBJECT: TOTAL Post Midterm Withdrawal Petition

Students may be allowed to withdraw from a course after the midterm deadline due to **non-academic reasons** such as health related issues, personal/family emergencies, or serious financial difficulties. All petitions and supporting documentation must be submitted by **the last day of classes prior to finals week.**

In order to be considered, you must follow ALL instructions listed below:

1. Complete the **Total Post Midterm Withdrawal Petition form.**
2. Write a **personal statement** detailing why the petition is being requested.
3. Attach **supporting documentation** (medical, financial or personal) to the petition form.
4. Submit items 1-3 above to: PMW Committee, Center for Student Success, N24 Agricultural Science Center, 0091, in a sealed envelope to ensure your confidentiality. **Incomplete or late petitions will not be considered.**
5. Continue to **attend class(es)** until a final decision has been made.
6. You will be notified **no sooner than 5 business days** after submitting the petition of your status. This amount of time is often necessary to verify your petition. Notification will be sent to your official UK email address.

College of Agriculture, Food and Environment
N24 Agricultural Science Center

TOTAL PMW

TOTAL Post Midterm Withdrawal Petition

Name: _____ ID#: _____ Date: _____

Local Address _____

Cell Phone: _____ Email _____

Student Signature: _____

University Senate rule [RULE V, 1, 8.3]: A student may withdraw from a class during the latter half of the term if he/she can certify a NON-ACADEMIC reason. You must show that one of more of the below conditions applies to you and provide written documentation to the instructor and/or the Dean certifying your reason to withdraw.

Check all reasons that apply to this petition:

- Illness or injury of the student Serious personal or family problems Serious financial difficulties

Course Information:

Please provide course and instructor information for **all the classes you are enrolled in right now**. (If you are not requesting to withdraw from all enrolled courses then you will need to submit a partial PMW petition.)

Course (Prefix Number-Section) **Instructor (Last, First)** **Instructor Email** **Office Phone**

1.

2.

3.

4.

5.

6.

Petition Information:

The following items must be completed and returned **by the last day of classes before finals week** :

- Complete Total PMW petition form.
- Return completed petition form, along with:
- Personal statement** – a detailed description of all circumstances that prevented you from withdrawing from your courses by the mid-term deadline, and;
 - Supporting documentation** – information verifying the above said reasons for petitioning for a withdrawal (i.e. dated letters or bills from physician, employer, lawyer, counselor, etc.).

Petition Information should be submitted to: PMW Committee, Center for Student Success, N24 Agricultural Science Center, 0091. Incomplete or late petitions will not be considered.

Office Use Only

Action taken by the Dean: _____ Approved _____ Not Approved Date _____
Posted in IRIS/SAP by: _____ Date _____
Instructor Notified by: _____ Date _____
Student Notified by: _____ Date _____