

MEMORANDUM

TO: College of Agriculture, Food and Environment students

FROM: Carmen Agouridis, Chair, Post Midterm Withdrawal Committee

SUBJECT: PARTIAL 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 front portion of the “**PARTIAL Post Midterm Withdrawal Petition**” form for *each* class you are requesting a withdrawal. Incomplete petition forms will not be considered.
 1. Part A of petition is completed by the student
 2. Part B of petition is completed by the instructor(s)The instructor can choose to return the form to you directly or deliver it to: PMW Committee, Center for Student Success, N24 Agricultural Science Center, 0091. Forms can also be submitted via email to jamie.dunn@uky.edu.
2. Write a **personal statement** detailing why the petition is being requested.
3. Attach **supporting documentation** (medical, financial or personal) to the petition form.
 - **Petitions without the personal statement or without supporting documentation will not be considered.**
4. All items 1-3 above must be submitted to: PMW Committee, Center for Student Success, N24 Agricultural Science Center, in a sealed envelope to ensure your confidentiality.
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**

PARTIAL 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.

PART A: Student

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 information about the course from which you are petitioning to withdraw:

Course: _____ (Ex: CHE 104-401)
 Prefix Number Section

Instructor Information:

Instructor Information can be found on the course syllabus, make sure information is accurate.

Instructor's Name _____

Email: _____ Phone: _____

Campus Address (room & bldg.): _____

Petition Information:

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

- Complete Part A of petition form.**
- Have the instructor (listed in Part A) complete Part B of petition form (back). Instructor signature and date must be included.**
- Return completed petition form (Part A and B), along with:**
 - Personal statement** – a detailed description of all circumstances that prevented you from withdrawing from the course 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. Incomplete or late petitions will not be considered.

Office Use Only

Action taken by the Dean: _____	Approved _____	Not Approved _____	Date _____
Instructor Notified by: _____	Date _____		
Student Notified by: _____	Date _____		

Part B: Instructor

Before acting on such a petition, the dean will consult with the instructor of the class. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the instructor of the class of action, and the student shall be assigned a grade of W. (Rule V, 1, 8.3).

Post Mid-Term Withdrawal Information:

Please assist the Post Midterm Withdrawal Committee as we seek to make a decision on this petition by supplying the information below as soon as possible. You may return the form to the student or submit directly to: PMW Committee, Center for Student Success, N24 Agricultural Science Center, 0091. Forms can also be submitted to jamie.dunn@uky.edu.

1. Attendance

The student's class attendance has been:

Regular _____ Sporadic _____ * Rare _____ *

*At what point (date) in the semester did the student's attendance become sporadic or rare?

2. Homework and Quizzes

If you assign homework or have quizzes in class, please provide information on the following:

of assignments _____ # completed _____

of quizzes _____ average grade _____

3. Tests

of tests given as of today's date _____

of tests taken by this student _____

Average grade _____

4. What was the student's grade for the class at midterm? _____

5. What is the student's current grade? _____

6. Has the student contacted you during office hours? Yes _____ No _____

7. Additional comments:

Instructor's signature _____ Date _____