

# O'Neill School of Public and Environmental Affairs

## Petition for Late Drop after the Auto W deadline

If you wish to appeal a late course drop after the campus deadline, please submit this completed petition form along with any substantiating documentation and send electronically to [oneillug@indiana.edu](mailto:oneillug@indiana.edu). Please place in subject line **Late Drop request after Auto W deadline**. If your petition is denied, this decision is final. Your appeal must be based on dire circumstances relating to extended illness or equivalent distress.

NOTE:

1. Requests to drop due to a failing grade will not be approved.
2. You must be passing the course at the time of withdrawal.
3. You must attach an email from the instructor confirming his or her intent to give a W AND that you are passing the course on the date of withdrawal.
4. If your circumstance is health-related you must include a note from a licensed medical professional stating that withdrawal from class is medically necessary or advised.

My withdrawal is health-related: Yes or No \_\_\_\_\_

**If yes, you must attach a note from a licensed medical professional stating that withdrawal from class is medically necessary or advised. This note does not need to state your medical issue.**

**If no, describe the circumstance that led to your request for a late drop.**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number \_\_\_\_\_

Student Signature (type your name for electronic signature)

\_\_\_\_\_

Course information:

Subject code \_\_\_\_\_

Catalog number \_\_\_\_\_

Class number \_\_\_\_\_

Credit hours \_\_\_\_\_

*Please note if your petition is approved:*

a) Pick up add/drop form from SPEA room 240 and obtain the necessary signatures (department, instructor and dean as appropriate). Please note instructor reserves the right to indicate W or F on form.

b) Student submits completed paperwork to IU Registrar.