

UNDERGRADUATE REQUEST FOR EXCEPTION TO WITHDRAWAL/DROP DEADLINE POLICY
THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

UTCID #: _____ Semester/Year: _____

Student Name: _____

Current Address: _____

Current Telephone #: _____ UTC Email Address: _____

Were you receiving financial aid and/or scholarship for the semester in question? YES NO

Student's Signature

Date

Students with **extenuating** circumstances may petition for an exception to the withdrawal/drop deadline policy. **Extenuating circumstances may include military duty, medical illness, incapacitation, mandatory changes in work schedules, death of an immediate family member, or required jury duty.** Official documentation is required. **This is a one time exception.** Financial aid, loan or scholarship recipients should be aware that an approval of the petition for late withdrawal/drop may have a negative effect on funds received and may have a serious impact on current and future financial aid awards. Students should be aware of the possibility of owing money to the University for the semester in question if an exception is granted. Questions about the financial impact should be directed to the Financial Aid Office at (425-4677) prior to submitting this form to the Records Office.

INSTRUCTIONS FOR COMPLETING THIS FORM

- Requests should be submitted prior to the end of the term for which an exception is requested.
- Attach a detailed written explanation to this form that includes specific reasons for the request.
- Official documentation supporting your request must be attached. (An example of official documentation would be a letter from your doctor that includes dates of treatment/illness and/or hospitalization, affect of illness upon class attendance or ability to function.)
- Complete, sign and attach a drop/add form to be used in processing your request if approval is granted.
- Complete the "Recommendation of Instructor" section of this form and secure the signature of each instructor for each class for which you are requesting an exception. If you are not currently on campus, you may secure the recommendation of the professor(s) by email. If you are physically unable due to disability or illness to obtain the signed recommendation of the instructor(s), the Records Office will provide this service for you upon your request. Please note that this will increase the amount of time needed for review.
- Submit the **completed** packet to:
The University of Tennessee at Chattanooga
Records Office (Dept 5155)
615 McCallie Avenue
Chattanooga, TN 37403-2598

A decision will be made based upon a complete packet being submitted by the student. **Incomplete packets will not be reviewed or returned to the student. Documentation submitted with this petition becomes the property of UTC and will not be returned or photocopied. Students should keep a copy of the documentation prior to submitting it to the Records Office.** Results of this petition will only be sent to the UTC email account.

Approved petitions may not result in a refund of tuition. Any refund that may be due is based upon the date of withdrawal and the refund policy established by the Bursar's Office. Refunds are based on a declining basis with the last day for any percentage refund being approximately the end of the fourth week of classes for the fall and spring. Visit the Bursar's website for the full refund schedule.

ACTION TAKEN: Approved _____ Denied _____

Comments: _____

Authorized Records Office Signature

Date

If you do not agree with the results of this petition, you may appeal in writing to the University Registrar within two (2) weeks of the date of the email notification from the Records Office.

Undergraduate Petition for Exception to Withdrawal/Drop Deadline Policy

The University of Tennessee at Chattanooga

Recommendation of Instructor

Attach a copy of your class schedule. List the course(s) for which you are requesting an exception to the withdrawal/drop deadline policy. Obtain each instructor's recommendation, verification of the last date of attendance, and signature. If you are not currently on campus you may secure the recommendation of the professor(s) by email.

Course # and Title	Last Attendance	Professor's Signature	Professor's Recommendation	
_____	_____	_____	Support_____	No Support_____
_____	_____	_____	Support_____	No Support_____
_____	_____	_____	Support_____	No Support_____
_____	_____	_____	Support_____	No Support_____
_____	_____	_____	Support_____	No Support_____
_____	_____	_____	Support_____	No Support_____
_____	_____	_____	Support_____	No Support_____
_____	_____	_____	Support_____	No Support_____

If you are **NOT** requesting a withdrawal or drop from all of the courses for which you are registered this semester, please explain:

Instructor's comments:
