

Name: _____ Date: _____ UTC ID: _____
 Please indicate if you are: Receiving Veteran Benefits _____ Athlete _____

Undergraduate Request for an Exception to the Withdrawal Deadline

UTC Records Office, 125 University Center
 615 McCallie Avenue, Dept. 5155
 Chattanooga, TN 37403
 Ph: (423) 425-4416 Fax: (423) 425-2172

Semester/Year for Request: _____ Email Address: _____

Mailing Address: _____

Phone Number: _____ **Student's Signature:** _____

- Students with **extenuating** circumstances may petition for an exception to the withdrawal/drop deadline.
- 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 (423) 425-4677 prior to submitting this form to the Records Office.
- Approved appeals 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. Questions about the refund policy should be directed to the Bursar's Office at (423) 425-4781.
- **Results will be sent to the student via the provided e-mail address within 30 days.** If the student is currently enrolled, all correspondence will be with the UTC e-mail address. If your appeal is denied, you will be provided with instructions on appealing further.
- *Any information disclosed about child abuse or sexual assault/interpersonal violence may be subject to mandatory reporting requirements, which means that confidentiality cannot be guaranteed. To speak confidentially to a campus advocate prior to completing this form, please contact Survivor Advocacy Services by calling UTCPD at (423) 425-4357 and asking for the advocate on-call; this service is available 24 hours a day, 7 days a week. For more information about campus resources and reporting obligations, please visit: <http://www.utc.edu/sexual-misconduct/>.*

Exception Packet Requirements:

The request for an exception must be received **within one calendar year** of the semester in question. Packets must be organized as listed below. **Each section must be initialed by the student.** If you are unable to provide the required information, you should explain why in place of the item. You should retain a copy of all documentation, as this information will not be returned to you.

- _____ 1. This form completed in its entirety, including signature.
- _____ 2. Typed and signed statement indicating rationale for request. Be as specific as possible.
- _____ 3. Signatures of each of your professors indicating their support for your request, and your last date of attendance in each course. If you are not on campus, you may obtain this information by e-mail.
- _____ 4. Additional documentation, such as medical records, police reports, or letters of reference to support your claim of an extenuating circumstance.

Recommendation of Instructor:

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 e-mail.

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