

# COLLEGE OF BUSINESS PETITION FORM (COURSE WITHDRAWAL)

Reinhardt Academic Center, University of Louisville, Louisville, KY 40292

(502) 852-7439 Fax (502) 852-8269

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Individual Course

Current semester Check one Fall Spring Summer

Total semester withdrawal Check one Fall Spring Summer

Year \_\_\_\_\_

**EXAMPLE: COURSE # ACCT 201 SECTION # 01**

**COURSE # \_\_\_\_\_ SECTION # \_\_\_\_\_**

**YOU ARE ADVISED TO REMAIN IN THE COURSE(S) UNTIL YOU ARE NOTIFIED OF THE DECISION**

After the Semester Academic Withdrawal deadline, you may petition for a late withdrawal because of a "personal hardship." An accompanying typed statement must include how the situation has impacted your ability to complete the course(s) and documentation validating the case. If the petition isn't a total semester withdrawal request, then you must explain. *Please note: it is the responsibility of the student to obtain any documentation pertinent to the petition. The Reinhardt Academic Center will not contact physicians or employers, etc. regarding this petition.*

Your signature on this form indicates you understand the rules and guidelines of the petition. You should only sign this form after you have read and completed the appropriate sections of this petition.

- Approximate review time is 1 week.
- You will be notified of the decision by e-mail.
- If approved our office will notify the Registrar's office.

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

## Faculty Member

Last date of attendance if known \_\_\_\_\_ Or Never Attended

Current grade \_\_\_\_\_

Graded Work Yes  No  Type: Quiz \_\_\_ Test \_\_\_ Paper \_\_\_ Other \_\_\_\_\_

Comment: \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN TO THE REINHARDT ACADEMIC CENTER – ROOM 024 or email to [business@louisville.edu](mailto:business@louisville.edu)**

### FOR OFFICE USE ONLY:

Reinhardt Academic Center: Approved:   
Denied:   
Date: \_\_\_\_\_

\_\_\_\_\_  
Nora Scobie, Director

\_\_\_\_\_  
DATE SUBMITTED

Rev. 3/15/laa