

THE UNIVERSITY OF ALABAMA

COLLEGE OF ARTS AND SCIENCES

WITHDRAWING FROM A COURSE AFTER THE 10-WEEK DEADLINE

Are you a student in the College of Arts and Sciences? Yes ___ No ___

Name: _____

CWID: _____

Email: _____@crimson.ua.edu

Date: ____/____/____

The Assistant Dean will review your petition to drop a course from your schedule after the 10-week deadline, but the University sets a high standard for granting such requests. The University believes that 10 weeks provides an adequate amount of time for a student to decide if he or she wishes to withdraw from a course. Thus, the conditions for prompting your petition for an exception to the 10-week withdrawal policy should be serious and extraordinary.

These factors are **not** considered exceptions to the 10-week withdrawal policy:

- The fact that you are not doing as well as you would like in a class
- The fact that you have exceeded the allowed number of absences in a course, and that these absences reflect your lack of commitment to the class
- The fact that you may have changed your academic direction and no longer find a need for the class

Your petition for an exception to the 10-week deadline to withdraw from a course should be typed and include the following information:

- Your name
- Your CWID
- Your Crimson email address
- The prefix, CRN and section number of the course from which you wish to withdraw
- The personal or academic issues that you feel justify the exception

If your request for a late withdrawal is based on medical considerations, you should provide documentation supporting these considerations.

The student should continue to attend class until notified of the approval or disapproval of the request of exception.

Notification will be made through Crimson email.

Updated 3/15/2013