



Form 3
The Late Withdraw Petition

Read All Instructions Before Completing This Petition

- Complete (type or print) the 4 sections of this form and request your professor complete an Instructor’s Memorandum.
- Attach your personal statement of the circumstances, and clearly state your desired outcome.
- Attach supporting documentation and your personal statement explaining your reason for the request.
 Undergraduate students should submit materials either to Boca: FW102, Davie: LA444, or fax to 561.297.3978. Graduate students should submit forms and documents in Boca at FW101 or fax to 561.297.1315.

Notes: Poor academic performance does not constitute grounds for late withdraw. If you have any questions about what information and/or documentation to provide, please ask for assistance. Please allow 10 days for review, decision and notification by FAU email.

1. Student Information: (Circle One) Graduate Student – Undergraduate Student

Name: _____ Z#: _____
 Street Address: _____ Major: _____
 City, State, Zip: _____ FAU E-mail (required): _____@fau.edu
 Phone: _____

2. Course Information:

_____ Title _____
 Course Prefix, Number and Section or “Total” for All Courses
 Check here if requesting without a “W” or if removing a “W.”
 Semester/Year: _____ Instructor: _____

3. Reason(s) for Request:

- Never Attended - - - - ->
- Personal Illness - - - - ->
- Personal and/or Family Problems - - - - ->
- Work Circumstances - - - - ->
- Other: _____ ->

Documentation to Provide:

- Instructor’s Memorandum stating “Student never attended.” This is sent directly to us from your professor at your request.
- Medical verification from Student Health or personal physician detailing severity and dates of illness and Instructor’s Memo.
- A description of problems and verification by Student Health Services, personal physician, clergy, police report or family member and Instructor’s Memo
- Employment verification by supervisor (including schedule, date of schedule change and hours per week on company letterhead) and Instructor’s Memorandum.
- Statement of problem; verification from appropriate sources and Instructor’s Memorandum.

4. Personal Statement:

Write a 1 page letter describing your circumstances and what you want and attach needed documentation along with this form.

 Student Signature Date

Departmental Use Only – Students: Do not write in this area.

- Approved Denied Deferred No Action

 Signature of College Representative Date

Comments: _____