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## PROCEDURE

1. If the student believes they may qualify for an academic withdrawal after the deadline, they should consult the Coordinator for their campus listed on the [Office of Student Outreach and Support](#) website.
2. The student prepares the petition based on guidance from the Coordinator for their campus and submits the completed petition to the Coordinator by the term deadline.
3. After verifying completion of the petition package, the Coordinator will forward the petition package to the appropriate school Director.
4. At both campuses, each reviewer should forward the petition to the next level within 10 business days. The sequence for forwarding the petition is as follows:
  - a. The designated Coordinator at the Hattiesburg or Gulf Park campus

## INSTRUCTIONS

- 1 Read the policy and procedures for Academic Withdrawal After the Deadline. If after reading the policy you think you may qualify for an Academic Withdrawal After the Deadline and wish to initiate a petition, you should consult the Coordinator for your campus listed on the [Office of Student Outreach and Support](#) website.
- 2 Based on guidance and verification from the Coordinator in one of the above offices, complete the petition with all required documentation. Leave the completed petition with the Coordinator, who will forward it to the appropriate next office.
- 3 The Registrar will notify you by email when your petition has been decided.

## PERSONAL INFORMATION

Name \_\_\_\_\_ Student ID \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Course Prefix, Number and Title \_\_\_\_\_

Major \_\_\_\_\_ Year \_\_\_\_\_

## HARDSHIP

Date(s) of Hardship \_\_\_\_\_

Nature of Hardship \_\_\_\_\_ Death of immediate family member \_\_\_\_\_

Other \_\_\_\_\_

## DOCUMENTATION

All requested documentation must be attached to this form in order for it to be valid. Once documentation has been collected, it must be verified by the Coordinator for your campus listed on the [Office of Student Outreach and Support](#) website.

1. Written personal statement detailing nature and circumstances of hardship and how it impacted the student's ability to withdraw before the deadline
2. Signed statement from each course instructor (or email from instructor's USM email account) indicating the student's progress and participation (i.e., grades, attendance, assignment submission, etc.) prior to the date of hardship. Instructors may provide their statement directly to the course school director.
3. Third-party evidence which supports nature and circumstances of hardship
4. Current unofficial USM Transcript and Degree Progress Report (DPR)
5. Date petition submitted \_\_\_\_\_

Verified by Coordinator: Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT SIGNATURE

Student Signature \_\_\_\_\_

## OFFICIAL SIGNATURES

Course School Director \_\_\_\_\_

Course College Dean \_\_\_\_\_