

Hardship Withdrawal Petition for Course(s)

Requirements

Please read the guidelines listed on the Hardship Withdrawal petition to make sure you meet the requirements for a Hardship Withdrawal. Contact the Office of the Registrar (425) 352-5240 with any questions.

To prevent a delay in the review of your petition, you must submit a complete petition packet to the Office of the Registrar, UW1-160. Your packet must include the following:

- Completed Hardship Withdrawal form.
- Your narrative petition statement clearly outlining the details of your petition.
- Supporting documentation: Documents must provide an explanation of the circumstance(s) that prompted the petition and letters of support must be written on letterhead.
- Medical Hardship Withdrawal form (if applicable).

Hardship Withdrawal Petition for Course(s)

For information on Hardship Withdrawals, please see our website at:
http://www.uwb.edu/students/registration/withdrawing_hardship.xhtml

Return to: **Office of the Registrar**
 Box 358500
 18115 Campus Way NE
 Bothell, WA 98011
 Phone: (425) 352-5240 Fax: (425) 352-5455
 Email: UWBRegistrar@uwb.edu

Quarter: _____

Year: _____

Student # _____ Phone # _____

UW email _____

Name
 Last _____ First _____ MI _____

Address
 Street _____
 City _____ State _____ Zip Code _____

FOR OFFICE USE ONLY	
Previous petition:	
Quarter:	_____
Year:	_____
Status:	_____
Meeting Date _____	
<input type="checkbox"/> Granted	
<input type="checkbox"/> E-mail	
<input type="checkbox"/> Letter	
<input type="checkbox"/> E-mail SFS	
<input type="checkbox"/> Denied	
<input type="checkbox"/> E-mail	
<input type="checkbox"/> Letter	
<input type="checkbox"/> Incomplete	
Exp date	_____
<input type="checkbox"/> Add memo to SDB	
Done by:	_____
Date:	_____

I am unable to complete the course(s) due to physical and/or mental debilitation or unusual or extenuating circumstances beyond my control.

By submitting this petition I am aware that:

- This is a petition to drop course(s) after the Unlimited Drop period or the "Last Day to Drop" deadline in the current quarter. If you are withdrawing from all your courses prior to the end of the quarter, complete the withdrawal card in the Office of the Registrar, UW1 173.
- Before completing this petition, first consider requesting an "I" (incomplete) grade from the instructor if it is within two weeks of the close of the quarter.
- Petitions must be filed PROMPTLY after the occurrence of the hardship situation. Only under rare circumstances will a petition be considered after the close of the quarter in which the course is being petitioned. A separate petition is required for each quarter being petitioned. Hardship Withdrawal petitions will not be reviewed once the degree is granted.
- I must attach a typed statement outlining details of my petition. My hardship must be **CLEARLY STATED** and I must explain how it affected my ability to complete my coursework for the quarter being petitioned.
- I must attach adequate supporting documentation with my petition. Supporting documentation must be written on company letterhead and should include an address and phone number for verification purposes. Letter of support from aides, athletic trainers, secretaries, etc. are not acceptable. Petitions lacking proper documentation will be denied. My documentation may be verified.
 - If your hardship is for medical reason, send the attached form to your doctor. Have him/her sign and return the form along with a statement regarding your medical hardship. Both the statement and Hardship Withdrawal Medical Form must be signed and returned with your petition.
 - If you work hours have been changed due to circumstances beyond your control, submit a statement from your employer.
 - If you have had a death in the family or a close friend has passed away, submit a copy of the death certificate or the remembrance from the funeral. Documentation clearly showing your relationship to the deceased is required.
- Registration and MyUW problems are not considered grounds for a hardship withdrawal petition.
- You will be notified by email or postal mail of the Petition Committee's decision no earlier than one week after submittal.
- No details of your hardship will be shared with your instructor(s) or anyone outside of the Petitions Committee.**
- If your petition is granted, the Office of the Registrar will automatically change your registration record and the \$20.00 Change of Registration Fee will be added to your Student Account.

Course(s) being petitioned

Course Number (e.g. BBUS 340)	Instructor's Name	Instructor's Email

I have reviewed the GUIDELINES and outlined the details and specific circumstances supporting my request for a hardship withdrawal. I have provided documentation verifying my situation and attest to its accuracy and truthfulness.

Student Signature: _____ Date: _____