

HARPUR COLLEGE OF ARTS AND SCIENCES

LATE COURSE WITHDRAWAL PETITION

Harpur College requires students to withdraw from any courses by the University withdraw deadline, which for full semester courses is at the end of the ninth week of the semester. Half semester courses have adjusted deadlines (see the Registrar's Office for deadlines). If students face special circumstances and wish to withdraw from a course after a deadline, they may petition the Dean's Office for special exception. Students must present documented unforeseen circumstances beyond their control for consideration of their request to withdraw from a class. Decisions are based on the extraordinary nature of the student's circumstances and the timeliness of the petition. Petitions are not automatically approved.

Checklist for Late Withdraw Petitions

1. Speak to a Harpur Advisor in AB-G18 to discuss my decision to withdraw.
2. Fill out and print the late withdraw form from the Harpur Academic Advising website.
3. Recommendation: Speak to the instructor to discuss my progress in the course.
4. If I decide to proceed with the withdrawal request, obtain instructor signature. The decision to withdraw or remain in the course is my responsibility.
5. Make two copies of this signed petition. I will now have an original and two copies of the petition.
6. Submit the original petition with supporting documentation and one of the copies of the petition to the Harpur Academic Advising Office in AB-G18. Retain the other copy for my records.

Petitions typically take up to five business days to be evaluated. When further investigation is required, it may take longer. Results of your petition will be emailed to you at your Binghamton email address.

If your petition is denied, we encourage you to discuss this decision with a Harpur Adviser and how this decision may affect your future academic plans.

If your petition is approved, you will be billed a \$20.00 Late Withdrawal Fee and the course will be removed by the Registrar's Office. Approved petitions will be processed by the Registrar's Office within 5 business days. Documentation, if any, will be available for pick-up in the Harpur Academic Advising Office.

Common Questions About the Late Withdraw Petition Process

1. Does it matter when during the semester I submit my petition?

Timeliness is a key consideration when Harpur College considers your late withdrawal petition. Students should petition to withdraw promptly after the circumstances arise, rather than waiting until later in the term. If you have questions about the timeliness of your petition, please discuss them with an adviser at the Harpur Academic Advising Office.

2. What conditions must apply for a petition to be considered?

- The circumstances leading to the petition must be considered unforeseen by the university and occur after the official withdrawal deadline.
- The circumstances must be considered by the university to be beyond a student's control.
- The circumstances must be considered by the university to be serious. The circumstances must be documented and verifiable.

3. What are some examples of circumstances that don't count as a reason for a late withdrawal?

- Changing your major
- Planning to repeat a course
- Getting a grade on a test or assignment after the deadline
- An increase in workload
- Realizing after the deadline that you will receive a poor grade
- No longer needing to maintain full-time status
- Planning to transfer to another school
- Financial considerations
- This list is not all-inclusive

4. Will Harpur College consider my petition if I have a significant physical or health issue?

If you have a physical or mental health issue that interferes with your course work substantially enough that you request to withdraw from a course, your medical situation is likely significant enough that you should withdraw from all courses from the semester. It is quite uncommon for Harpur College to grant a withdrawal from only one course for mental or physical health reasons. Students wishing to pursue a medical withdrawal for the semester may wish to pursue the matter with University Health Services or the Counseling Center. If you wish to petition Harpur College to withdraw from only one course for mental or physical health reasons, you should explain why this situation affects only this course.

5. If my instructor signs my late withdrawal, will it be approved?

By signing your petition form, your instructor of record indicates that you have informed him/her that you are petitioning for a late withdrawal. The Harpur Dean's Office will evaluate your petition based on its merit.

6. Should I continue to attend class until I receive a decision about my petition?

Yes, because your petition may not be approved.

7. Can I petition for a late withdrawal from a course after classes have ended for that semester?

Granting this sort of petition is extremely rare. In the vast majority of circumstances, a petition to withdraw from a course after the end of classes does not meet the timeliness requirement.

THE ORIGINAL AND TWO COPIES ARE REQUIRED - make copies of this petition after you receive the instructor's signature. Bring the original and one of the copies to the Harpur Academic Advising Office, AB-G18 when submitting for review. Retain one copy for your records.

[CLICK HERE FOR PETITION](#)