

W UNIVERSITY of WASHINGTON | BOTHELL
Hardship Withdrawal Petition for Course(s)
 OFFICE OF THE REGISTRAR

Submit petition to:
 University of Washington Bothell,
 Office of the Registrar, Husky Hall Welcome Center
 18115 Campus Way NE • Box 358500 • Bothell, WA 98011
 Fax: (425) 352-5455 • Email: uwbreg@uw.edu

FOR OFFICE USE ONLY	
Previous Petitions: Qtr _____ Year _____	
Current Petitions is:	
<input type="checkbox"/> Granted <input type="checkbox"/> Email SFS <input type="checkbox"/> Denied <input type="checkbox"/> Deferred, Exp. Date: _____	
<input type="checkbox"/> Email <input type="checkbox"/> Update SDB	
By: _____ Date: _____	
Appeal is:	
<input type="checkbox"/> Granted <input type="checkbox"/> Email SFS <input type="checkbox"/> Denied <input type="checkbox"/> Deferred, Exp. Date: _____	
<input type="checkbox"/> Email <input type="checkbox"/> Update SDB	
By: _____ Date: _____	
Second Appeal is:	
<input type="checkbox"/> Granted <input type="checkbox"/> Email SFS <input type="checkbox"/> Denied <input type="checkbox"/> Deferred, Exp. Date: _____	
<input type="checkbox"/> Email <input type="checkbox"/> Update SDB	
By: _____ Date: _____	

Name (Last) _____ (First) _____ (Middle) _____	Student Number _____
Daytime Phone (Where a message can be left) (_____) _____	E-mail Address _____@uw.edu
Are you currently on an F or J visa? No__ Yes__ *If yes, you <u>must</u> contact the Center for International Education before submitting your petition.	Quarter and Year for which withdrawal is requested: Quarter _____ Year _____

Instructions: Acknowledge each statement by providing your initials below.

	This is a petition to drop course(s) after the "Last Day to Drop" deadline or the last day of instruction in the current quarter or to drop courses for a previous quarter. This is not a petition for a tuition refund. Check with the Office of the Registrar for the appropriate petition.
	My petition must be filed within one year of the quarter being petitioned. A separate petition is required for each quarter. Hardship withdrawal petitions will not be processed once a degree has been issued. Grades cannot be restored once a hardship withdrawal has been granted.
	I must attach a (preferably typed) statement clearly outlining the details of my petition and how my hardship situation affected my ability to complete my coursework for the quarter being petitioned. Petitions lacking statements are incomplete and will not be reviewed.
	I must supply adequate supporting documentation to support my petition. Content of the written documentation must include pertinent dates as well as specifics of my situation. Documentation of a generalized nature will not be adequate support of my petition. Examples of documentation: A. If you have been ill, submit a statement from your doctor on letterhead or a completed Health Care Provider form. Medical records are not sufficient documentation. B. If there has been a death in the immediate family, submit a copy of the death certificate or funeral program/obituary that clearly shows your relationship to the deceased. C. If your work hours have changed, submit a detailed statement from your employer on company letterhead. D. Other, the burden of proof lies with the petitioner.
	If I am only petitioning to do a partial withdrawal for this quarter (ex: dropping two courses and keeping one) I must explain in my statement why this hardship situation did not affect all courses.
	If I am completing this petition within two weeks of the close of the quarter, I should first consider requesting an "I" (Incomplete) grade from my instructor. For undergraduates, incompletes not removed by the end of the following quarter convert to a 0.0.
	Registration and Financial Aid problems are not considered grounds for a hardship withdrawal petition.

I was unable to complete the course(s) listed due to physical and/or mental debilitation or unusual or extenuating circumstances beyond my control.	Provide which course(s) you are petitioning:					
	Department./Course Number Instructor Name (Signature not required)					
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I have reviewed the guidelines and outlined the details and specific circumstances supporting my request for a hardship withdrawal. I agree to provide documentation verifying my situation and attest to its accuracy and truthfulness.

Student's signature _____ Date _____

If you are dropping all of your courses in the current quarter, complete the Official Withdrawal Form, available in the Office of the Registrar. The University reserves the right to verify the authenticity and details of your documentation.
 You will be notified by email of the decision on your petition, usually within two weeks after it is filed. If your petition is granted, your registration record will be automatically updated with a grade of "HW" and a \$20 change-of-registration fee will be charged to your student account. **No details of your hardship will be shared with anyone outside the Hardship Withdrawal Board.**