

Miami University

REQUEST FOR COURSE WITHDRAWAL

Students seeking to withdraw from a course after the deadline must petition through the Interdivisional Committee of Advisers (ID). Students are reminded that the Miami University withdrawal policy acknowledges that under extenuating circumstances (defined as documented extraordinary circumstances outside of a student's control) students may request to withdraw from a course. *Only in rare circumstances will a petition to withdraw from a course after the ninth week be approved for reasons of academic performance alone.* (Student Handbook Section 01.203.F.3.) Students are advised to continue attending the class(es) from which they are requesting to withdraw until they receive a decision from the ID Committee.

1. If requesting to withdraw from more than one course, use a separate form for each course. If you are withdrawing from all courses, this requires a different procedure, see your divisional, regional or first year adviser. You may, however, use the same personal statement. Complete Part 1 of the form and sign where indicated.
2. Have the instructor complete Part 2 of the form. (This gives you a chance to discuss alternatives to withdrawing from the class.)
3. Have your academic adviser complete Part 3 of the form.
4. On a separate sheet of paper prepare a personal statement explaining reason(s) for this request. The statement should be as specific as possible; provide supporting document. (limit one page)
5. Submit the completed form with all signatures, supporting documentation, and personal statement to your divisional advising office, or if you are a first year student to your first year adviser. Regional campus students should submit forms to their respective campus advising office.
6. If you need assistance in completing the form, contact your divisional, regional or first year adviser.