UNIVERSITY OF WASHINGTON
PETITION TO COMPLETELY WITHDRAW FROM A PRIOR QUARTER, or COMPLETELY
WITHDRAW FROM THE CURRENT QUARTER AFTER THE LAST DAY OF INSTRUCTION

OFFICE OF THE REGISTRAR, BOX 355850

Name (Last) (First) (Middle) Student Number

Address

Daytime Phone Number Email Address

Submit Petition to:
University of Washington
Office of the Registrar
209 Schmitz Hall, Box 355850
Seattle, WA 98195-5850

QUARTER AND YEAR FOR WHICH WITHDRAWAL IS REQUESTED. (A separate petition form is required for each quarter being petitioned.)

- [ ] Autumn
- [ ] Winter
- [ ] Spring
- [ ] Summer

Year 200 __

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

I am aware that:

1. This petition is only for completely withdrawing from a quarter and dropping all classes. If you are only wishing to drop a portion of your classes, you cannot use this form. You must use the Hardship Petition for Partial Withdrawal from a Quarter form.

2. Petitions must be filed promptly after the hardship occurs, preferably no later than the quarter following the hardship. A separate petition form is required for each quarter being petitioned.

3. You must attach your own typed statement outlining the details of your situation. Clearly state how your hardship affected your ability to complete your coursework during the quarter petitioned.

4. Adequate documentation supporting your petition must be attached and must be on official company or medical letterhead and include address and phone number for verification purposes. Letters of support from aides, athletic trainers, secretaries, etc., are not acceptable.

   Medical Hardships: If your petition is due to medical reasons have your provider review the Provider Verification form and supply all required documentation. It is the student’s responsibility to supply sufficient medical documentation.

   Deaths: 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.

   Work Hour Changes: If your work hours have been changed by your employer, submit a statement from your employer on company letterhead verifying the date the changes took effect.

Your transcript will show your courses with a grade of “HW” and the date of withdrawal. HWs are entered into the student record after grades have been posted.

I have reviewed the guidelines outlined above and provided my statement and specific documentation outlining the circumstances supporting my request to drop all my registered courses for this quarter. I attest to the accuracy and truthfulness of my documentation.

Student signature ___________________ Date ___________________

FOR USE OF HARDSHIP WITHDRAWAL BOARD ONLY

Petition is: [ ] Granted [ ] Deferred [ ] Denied [ ] This quarter only

Signature of Hardship Withdrawal Board Chairperson ___________________ Date ___________________

UW 1258 (Rev. 8/06)
The University of Washington has a Hardship Withdrawal Policy allowing students experiencing physical or mental debilitation or some other extenuating circumstances beyond their control to withdraw from a course(s) after the published deadlines. This policy is designed to allow for situations arising during the quarter.

If a Hardship Withdrawal Petition is approved the student’s transcript record is altered which will result in replacing the student’s grade with an HW (indicating hardship withdrawal) grade.

In order for the Hardship Withdrawal Board to make an assessment of the student’s petition we are asking that the following information be provided.

Please be aware that this document is in support to alter a student’s permanent academic record.

The healthcare provider’s statement must be on office letterhead and must include the following information:

- Your name
- Student’s full name
- Date(s) student consulted with or sought treatment from you
- A brief statement of the medical condition, including dates, and how this situation impacted the student’s ability to successfully complete his or her academic obligation.

All information will be kept strictly confidential.

Questions? Please do not hesitate to call, 206-543-5378.