


Instructions for Petition to Withdraw

Note: This is a fillable form that eliminates the need to print-out and write-in your answers. You can simply fill-out the form electronically, and then print-out the results.

This form is to be used after the last date to drop or withdraw has passed. You cannot selectively withdraw from some of your classes after that date. You must withdraw from all classes.

1. Complete the form, providing written explanation in the space provided.
2. You can save a filled copy of this form on your computer by clicking on the  icon on your browser.
3. Submit the form to all instructor(s) for signatures.
4. You can save a filled copy of this form on your computer.
5. Submit the form to your graduate advisor for evaluation and signature.
6. Arrange to have the form submitted to the Office of Records and Registration.

Remainder: Make sure you retain a copy for your records. You must print the document and mail it in or bring it to the Office of Records and Registration at the address below.

Office of Records and Registration
University of Texas at Arlington
Box 19088 · Arlington, TX
76019-0088
Phone: 817-272-3372 · Fax:
817-272-3223
Email: Ask Records and Registration

PETITION TO WITHDRAW FROM THE UNIVERSITY

To be completed by the student.

Date _____ UT-Arlington ID _____

Name of Student _____
(Last) (First) (M.I.)

Current Mailing Address _____
(Street) (City) (state) (Zip)

Program _____ Master's Ph.D. (Check One)

To the Academic Dean of my College or School: I hereby petition to withdraw* from the University of Texas at Arlington. I am a student in good academic standing in the (current) _____ semester, 20____. My reason(s) for withdrawal at this time is (are): (start typing from next line)

Signature of Student and Date (mm/dd/yyyy)

*Withdrawal from the University constitutes dropping of all courses in which the student is currently enrolled. No selective withdrawal from the courses after mid semester will be approved.

Note: A withdrawn student may not continue to receive Teaching, Research or Fellowship support. Please contact your Graduate Advisor for guidance.

<p>To be completed by the student: All courses in which student is currently enrolled.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Prefix No., Section</td> <td style="width: 50%; text-align: center;">Instructor</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Prefix No., Section	Instructor	_____	_____	_____	_____	_____	_____	_____	_____	<p>To be completed by all Course Instructors:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Status of Student (Passing/Failing)</td> <td style="width: 50%; text-align: center;">Signature of Instructor and Date</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Status of Student (Passing/Failing)	Signature of Instructor and Date	_____	_____	_____	_____	_____	_____	_____	_____
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Recommendation:

Approval: Denial:

Decision:

Approved: Denied:

 (Signature of Graduate Advisor/Date)

 (Signature of the Academic Dean/Date)

Email: _____ UTA Box: _____

Phone: _____