


## 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 Admissions, Records and Registration.

**Reminder:** 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 Admission, Records and Registration at the address below.

Office of Admissions, 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**Note:** A withdrawn student may not continue to receive Teaching, Research or Fellowship support.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><b>To be completed by the student:</b> All courses in which student is currently enrolled.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Prefix No., Section</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Instructor</td> </tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> </table>	Prefix No., Section	Instructor									<p><b>To be completed by all Course Instructors:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Status of Student (Passing/Failing)</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Signature of Instructor and Date</td> </tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></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: \_\_\_\_\_