

◆ **Petition to withdraw from a Kelley School of Business course** ◆

Effective Spring 2000, students admitted to Kelley School of Business are permitted to withdraw from a maximum of five 300- and 400 level business courses. After the fifth withdrawal, students are not allowed to enroll in upper-division business courses during the subsequent fall or spring semester. Students will be placed on academic contract during the semester in which they are eligible to re-enroll in upper-division business courses. After successful completion of the contract (no withdrawals from upper-division courses), students will no longer be on contract unless they withdraw from another upper-division course. In addition, effective Fall 2001, students may withdraw from a maximum of 20 courses and cannot withdraw from a single course more than 3 times.

This petition is required for all students seeking permission to withdraw from a Kelley School of Business course after the last withdrawal date for the semester. One petition is required for each course from which the student wishes to withdraw. **No withdrawal will be considered unless a student submits a completed petition and drop slip, both of which must be signed by the instructor of the course.** The Appeals Committee will review these petitions and the dean's (or his representative's) signature on the drop slip is required for final approval. Such approval will be granted only in cases of extended illness or equivalent distress.

STUDENT INSTRUCTIONS: Please provide the information requested below. Please print legibly or type.

STUDENT NAME:	COURSE / SECTION:
INSTRUCTOR NAME:	DAY & TIME:
STUDENT PHONE #:	DATE OF PETITION:
SEMESTER:	LAST WITHDRAWAL DATE :

DESCRIBE IN DETAIL your **urgent reasons for requesting** to withdraw from a Kelley School of Business course after the deadline for withdrawal. Lack of supporting documentation may prevent the committee from considering your request.

TEACHER INSTRUCTIONS

Please check the appropriate box below. You may include any rationale or supporting comments on the back of this page.

- I approve this petition and have signed the attached DROP/ADD slip with a grade of W
 I deny this petition and have signed the attached DROP/ADD slip with a grade of F, or refused to sign

SIGNATURES REQUIRED

Student: _____ Date: _____
 Instructor: _____ Date: _____