

# Pittsburg State University



Submit to: Pittsburg State University  
Registrar's Office  
1701 S Broadway  
Pittsburg, KS 66762

## Administrative Withdraw Petition

Or FAX to: 620.235.4015

**Administrative Withdrawals may be processed retroactively for up to one year beyond the end of the semester in question. Documentation supporting such a late withdraw must be provided and instructor permission to change the original grade to WX will be required for each course in the term. If the instructor is no longer employed at Pittsburg State, the department chairperson may provide the permission to change the grade.**

### 1. Student Information

Student Name \_\_\_\_\_ PSU Student ID # \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### 2. Requesting Semester

Term to be reviewed by committee: Semester \_\_\_\_\_ Year \_\_\_\_\_

***If you received federal financial assistance for this semester, be aware there could be financial consequences for changing grades in this past semester. We recommend you visit with a PSU Financial Aid Counselor by calling 620-235-4240 before you proceed.***

### 3. Reason for Petition (Required)

Please attach a typed and concise statement in which you describe the specific extraordinary/catastrophic occurrence that made it impossible for you to withdraw from the above noted term. Include how these extenuating circumstances would warrant changing the grades currently noted on your transcript to WX, which would not be calculated in your GPA. Please provide any supporting documents.

Your former advisor and instructors may be contacted as the committee completes a full review of your academic attentiveness during the requested term. This review is not limited to contact with your advisor and instructors.

Filing for an administrative withdrawal does not impact tuition charges. Tuition Refund appeals are handled separately through the Office of the Registrar.

If the petition is approved, a grade of WX will replace every grade for the noted term. This grade is not counted in the student's GPA.

*Effective Fall 2013*

*For the full policy on Administrative Withdraw, please see the University Catalog under Academic Regulation*

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If you have questions, please contact:  
Melinda Roelfs, Registrar  
620-235-4205 or  
mroelfs@pittstate.edu

Review Committee Decision (internal use only)  
\_\_\_\_ Petition approved    \_\_\_\_ Petition denied  
Student Notified on \_\_\_\_\_ by \_\_\_\_\_  
Review Panel Signature \_\_\_\_\_