

Key Points to Assist You in Writing a Personal Statement for a late withdraw from one course.

Explain why you were not able to withdraw during the withdraw period. This is actually the exception to the policy you are requesting

Describe the extraordinary circumstance you were working through and connect it to your performance in the course.

Provide a compelling explanation of the difficulties that kept you from meeting your academic obligations.

Share any resources you utilized to help resolve the situation ie: tutor zone, met with the course instructor, reduced work and/or student organizations commitments, counseling, met with Academic Wellbeing etc.

If you were successful in other courses, how were you able to navigate your challenges in order to succeed?

It is a student's responsibility to:

- seek academic guidance to develop an academic plan to keep you on the path to a timely graduation.
- ensure the petition is completed accurately and that the statement adheres to the honor code.
- monitor your email and respond in a timely fashion to requests for additional information or if follow-up is needed on your part.
- know and understand the academic continuance policy.
- understand that multiple petitions are a cause for concern.
- only submit an appeal if you have new information to share.

Key Points to Assist You in Writing a Personal Statement for a late withdraw from a semester

Describe the extraordinary circumstance you were working through and connect it to your performance during the semester you are petitioning.

Provide a compelling explanation of the difficulties that kept you from meeting your academic obligations.

What steps have you taken to resolve your personal circumstance in order to be successful?

Explain why you were not able to withdraw during the withdraw period.

What have you learned from your difficulties?

What is your plan if you run into academic struggles again?

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Key Points to Assist You in Writing a Personal Statement for an overload

Detail the specific and compelling reason that the courses you want to take need to be taken during the requested semester.

Were you able to discuss your plan with an advisor, were alternatives discussed?

How will you balance your course obligations with your overall wellbeing?

Are you willing to Withdraw from a course should you have any difficulties?

What plan do you have if the petition is denied?

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- know and understand the academic continuance policy.
- understand that multiple petitions are a cause for concern.
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Sample petition statement

This example shows how to use key points from the resource guide to assist in writing an effective personal statement. You should use this as a guide. Do not submit what is written below as your personal statement.

Dear Committee on Academic Status,

Describe the extraordinary circumstance you were working through and connect it to your performance during the semester you are petitioning.

In the beginning of the semester I was overly ambitious and felt I could handle 18 credits while working a part-time job. I was handling all of my responsibilities well until I was diagnosed by the health center with mono. At first, I was able to keep up because my professors allowed me to turn in my assignments a bit later. Although I was behind in learning the material I felt confident in my ability to catch up with the assistance of the Tutor Zone and study groups.

Explain why you were not able to withdraw during the withdraw period.

My midterm grades as posted in Degree Works showed all “acceptables” so I felt I was doing well enough to continue on with all my courses. Shortly after the midterm period ended my father had a significant health scare and I wound up going home to support my family for 3 consecutive weekends and I soon found myself behind in my work again. I realize I am not able to catch up in my Econometrics course and respectfully asking for a late withdraw. I have supporting documentation for my diagnoses and for my father’s health should you need it.

What steps have you taken to resolve your personal circumstance in order to be successful?

I feel things have been resolved health wise and I spoke with my family about how I can be supportive to them while remaining on campus. If my petition is approved I plan on taking Econometrics again and will utilize the Tutor Zone from the beginning of the semester as the course was challenging enough without the significant time missed due to illness and a family emergency.

This example shows how to use key points from the resource guide to assist in writing an effective personal statement. You should use this as a guide. Do not submit what is written above as your personal statement.