

Instructions for students who wish to petition the Dean of the Fulton School for a Late Withdrawal/Drop

The policy of the Fulton School is that, absent very unusual circumstances, requests for withdrawing/dropping from a class after the designated deadline will be denied. A student must complete all registered courses.

If a student still wishes to petition for a late withdrawal, they must provide the following:

1. The student must submit a petition letter addressed to Dr. Maarten Pereboom, Dean of the Fulton School of Liberal Arts, with an explanation of the situation. This statement must be clear as to the type of request that is being made. **The statement must be emailed to the Advising Services Coordinator for the Fulton School of Liberal Arts, Mr. John Anello (jcanello@salisbury.edu).**

Sample: Date

Dear Dr. Maarten Pereboom,

Sincerely,

Signature of Student

Printed Student Name

Student Email and Telephone Number

Student ID Number

**Any requests based on a student's academic performance in the class
(e.g., low grades, poor attendance, etc.) will not be approved.**

2. A statement from the instructor to document your situation. This statement can also be emailed to Mr. John Anello (jcanello@salisbury.edu).

3. For medical or legal documentation, a student may submit a letter from a physician, attorney, counselor, etc. Submit all supporting documents to Mr. John Anello (jcanello@salisbury.edu).

4. All petition decisions will be sent to the student's Salisbury University email address.

To request the removal of a course from your record, please note that the Fulton School's feedback will be sent to the Registrar's Office for a final decision.