

**Graduate Committee on Record Changes (GCRC) Petition Letter Template**  
***Reference this template as it is applicable to your situation***

Date: [Insert Date]

Full Name: [Your Full Name]

Student ID: [Your Student ID Number]

UD Email Address: [Your UD Email Address]

Phone Number: [Your Phone Number]

Mailing Address: [Your Mailing Address]

To: Graduate Committee on Record Changes (GCRC)

**Paragraph 1: State Your Request**

*State the specific action you are seeking, e.g., a retroactive withdrawal from Fall 2024...*

**Paragraph 2: Describe Circumstances, Impact, and Missed Deadline**

*The circumstances leading to this request occurred during [specify the time period, e.g., Fall 2024].*

*Note: Describe in detail the extenuating circumstances such as serious illness, chronic disability, or significant family issues and how these affected your daily life and academic performance. Be specific about the impact on your coursework, attendance, and overall well-being change of grading option in [Course Name/Number], etc. explain the reason, e.g., you were unaware of the severity of your situation, lacked access to necessary resources, or were unable to act due to your circumstances]. For reference, the academic calendar and withdrawal deadlines are available on the Registrar's website.*

**Paragraph 3: Steps for Future Success**

*Briefly outline changes you have made, such as seeking medical treatment, utilizing campus resources, adjusting your schedule, or developing new support systems*

*Thank you for your time and consideration of my petition.*

*Sincerely,*

*[Your Full Name]*

*[Your Student ID Number]*

*[Your UD Email Address]*

*[Your Phone Number]*