

College of Science

Instructions for completing the **CURRENT TERM** Petition for Consideration for Exception to Policy

1. Students who are majoring in the College of Science will submit the petition form to the College of Science Student Affairs Office located in the Crocker Science Center room 210 (210 CSC). If your major is outside our college, please contact your academic advisor to determine where your petition needs to be submitted. Petition forms can be picked up from the Registrar's Office (250 SSB), Student Affairs Office (210 CSC) or online at <https://science.utah.edu/students/currentpetition.pdf>
2. Petitions must be submitted to the appropriate office by the LAST DAY of regular instruction preceding the final exam period. Note: First and Second session courses and other special courses have different deadlines than term length courses.
3. Complete the contact information at the top of the form. The Plan is your major and the Program is College of Science. For the question, "Is this a request for a total withdrawal from all classes?", only check "yes" if you want to be withdrawn from ALL courses in which you are registered for that semester. Otherwise, check "no" and list all the courses for which the petition applies. The "Department" is the letter description of the class, for example, MATH or GEOG and the "Course Number" is the 4-digit number that follows the letter description, for example, MATH 1010 or GEOG 1400.
4. On the back of the form you will need to provide a personal statement outlining the compelling non-academic emergency that requires you to withdraw from a course(s) after the established deadline. Please make sure to SIGN below your statement. This information is confidential – please be as specific as possible. You will need to provide relevant documentation such as a doctor's note, insurance records, etc. to support your petition. The documentation must be on official letterhead. In some cases, a letter of support from your instructor(s) OR from your academic advisor might be required.
5. When you have the above materials prepared, you submit them to the Student Affairs Office in 210 CSC. Keep a copy for your records. Please allow one week for your petition to be reviewed. We will notify you of the Dean's decision and if your petition is approved we will hand deliver it to the Registrar's Office for processing.
6. If your withdrawal is approved you will see a W for the course(s) of the given term in approximately 7-10 business days. Once the withdrawal has been posted to your record you may petition Incoming Accounting to have your tuition reimbursed. They are located in the Student Services Building room 165 or call 801-581-7344.

If you have any questions about the petition process please contact the College of Science Student Affairs Office at 801-587-8978.



Petition for Consideration of Exception to the Withdrawal Policy

Please print legibly.

Name _____	Date _____
Last First Initial	Student ID# _____
Street Address _____	Phone _____
_____	Plan (major) _____
City State ZIP Code	Program (college) _____

PROCEDURES FOR FILING PETITIONS

Submit a brief description of the compelling non-academic emergency which requires you to withdraw from a course(s) after the established deadline. Documents supporting your request must be on official stationary or university letterhead. The burden of proof rests with you.

Is this a request for a total withdrawal from all classes? Yes No

List all courses for which you are requesting a withdrawal:

Term and Year	Department	Catalog No.	Section No.	Credit Hours	Instructor
	Department	Catalog No.	Section No.	Credit Hours	Instructor
	Department	Catalog No.	Section No.	Credit Hours	Instructor
	Department	Catalog No.	Section No.	Credit Hours	Instructor
	Department	Catalog No.	Section No.	Credit Hours	Instructor
	Department	Catalog No.	Section No.	Credit Hours	Instructor

WITHDRAWING AFTER THE DEADLINE

If you are enrolled in regular term courses, you may appeal the deadline for withdrawal if you have a nonacademic emergency by submitting this petition and supporting documentation to the Office of the Dean of your academic college if you are admitted into a major. Nonmatriculated, undeclared and premajor students should apply to the University College, 450 SSB. If you are admitted through Continuing Education or are enrolled in workshops, short-term classes, or noncredit courses, you may appeal to the Division of Continuing Education, 1202 Annex Building. Appeals must be submitted to the appropriate office by the last day of regular instruction preceding the final exam period. College must respond to an appeal from a student within seven calendar days of receiving the petition.

State the reason for your request. Please attach any pertinent letters or documents to this form.

Signature: _____

For College Use Only

<input type="checkbox"/> APPROVED	Petition Resolution	<input type="checkbox"/> DENIED
Reasons for petition action: _____ _____ _____ _____		
Signature of College Dean or representative: _____		

APPROVAL TO WITHDRAW

Name _____ Student ID# _____ Date Submitted to Dean's Office _____
 College _____ Term/Year _____ Date Approved by Dean's Office _____
 Approved for total withdrawal: Yes No If no, list below each class approved for partial withdrawal.

Department	Catalog No. – Section	Credit Hours	Comments	College	Registrar's Office
	–			Individual to contact if more information needed: Phone _____ Signature or College Dean or representative _____	By _____
	–				
	–				
	–				Date _____

Send this portion of the form to the Registrar's Office (250 SSB) **for approved petitions only.**