

College of Science

Instructions for Completing the CURRENT TERM Petition for Consideration of Exception to the Withdrawal Policy

The purpose of this petition is to appeal the deadline for withdrawal in cases of compelling, non-academic emergencies. This form should only be used by students who are withdrawing from a course DURING the semester in which they are enrolled in the course.

1. Submit the petition to the Dean's Office of your major. You MUST be a declared major in the College of Science in order to submit it to 220 JTB. 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) or the Dean's Office (220 JTB).
2. Appeals must be submitted to the appropriate office by the LAST DAY of regular instruction preceding the final exam period. Please note—First and second session courses and other special courses have different deadlines than term length courses. NO LATE PETITIONS WILL BE ACCEPTED.
3. Please read all instructions and print legibly on BOTH sides of the form.
4. On the front, completely fill out your personal contact information. 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 For the question, "Is this a request for a total withdrawal from all classes?", only check "yes" if you want to be withdrawn from ALL courses in which you are registered for that semester.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 each class below. The Department is the letter description of the class (for example, MATH or GEOG) and the Catalog No. is the 4-digit number that follows the letter description (for example, MATH 1010 or GEOG 1400).
5. On the back, provide a brief description of 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. Documents are not required but if you choose to submit them they must be on official stationery or University letterhead. Please keep a copy of any documentation you submit for your personal records.
6. Please follow-up by checking your schedule on-line in approximately 7-10 business days. You should see a "withdrawn" next to the course(s) where you were previously "enrolled". If not, please contact the Dean's Office at 801/581-6958.
7. Once the withdrawn has been posted to your record, you may petition the Income Accounting department to have your tuition reimbursed. They are located on the first floor (Room 165) of the Student Services Building (SSB) or can be reached by calling 801/581-7344.

If you have any questions pertaining to the petition process, please contact the Dean's Office at 801/581-6958 or the Registrar's Office at 801/581-5808.

REMINDER

IF YOU'RE WITHDRAWING FROM A CLASS, PLEASE REMEMBER THAT THERE MAY BE CONSEQUENCES WITH SCHOLARSHIPS, PELL GRANTS, STUDENT LOANS, OR STUDENT VISAS.

If you have any questions, please check with the office that administered the scholarship or loan.



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.**