



# Petition for Consideration of Exception to the Withdrawal Policy

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Date \_\_\_\_\_  
Last First Initial

Address \_\_\_\_\_ Phone \_\_\_\_\_  
City State ZIP

Major (plan) \_\_\_\_\_  
 College (program) \_\_\_\_\_

**PROCEDURES FOR FILING PETITION:**

**Requests must be submitted to the appropriate dean's office on or before the last day of class(es).**

1. Complete the form and submit a brief description of the compelling nonacademic emergency which requires you to withdraw from class(es) after the established deadline.
2. Attach all other supporting letters and documentation to your petition. Supporting letters must be written on official letterhead. The burden of proof rests with you. You are advised to make copies for your own personal file.
3. **FINANCIAL AID RECIPIENTS** - You are advised to meet with your financial aid counselor to review the possible effect if this petition is approved.
4. **INTERNATIONAL STUDENTS ON F1 OR J1 VISA** - You are advised to check with the International Center, 410 UNION, to review the possible effect if this petition is approved.
5. Allow seven calendar days for review. You will be notified of the decision by mail. You can also check your record online to see if the "W" grade has been posted.

**NOTE:** A separate petition is required for a refund of tuition and fees. Contact Income Accounting and Student Loan Services Office, 165 Student Services Building or (801) 581-7344.

Is this request for a total withdrawal from all classes?  YES  NO

If no, list each class for which you are requesting a withdrawal:

Term/Year	Department	Catalog #	Section	Cr Hrs	Last Day of Attendance	Instructor
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**WITHDRAWING AFTER THE DEADLINE**

Appeal the deadline for withdrawal if a compelling nonacademic emergency occurs by submitting a petition and supporting documentation to the dean's office of your major college. Nonmatriculated, undeclared, or pre-major students petition through University College, 450 SSB. If you are enrolled in workshops or noncredit courses petition through the Division of Continuing Education, 581-7155.

State the reason for exception to the withdrawal policy:

Lined area for writing the reason for exception to the withdrawal policy.

FOR DEAN'S OFFICE USE ONLY

Approval section containing checkboxes for APPROVED and DENIED, a COMMENTS field with lines, and a signature line for the 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 each class for which you are requesting a withdrawal:

Table with columns: Department, Catalog #, Section, Cr Hrs, College (with sub-fields for contact info and signature), and Registrar's Office Use (with sub-fields for Entered and Verified).

Send this portion of the form to the Office of the Registrar, 250 N SSB, for approved petitions only.