



**Reference guide for petitioning for late withdraw through the form titled -
*Petition for Consideration of Exception to Policy***

For any questions regarding this process or to make an appt, contact Bobbi Davis at:

bobbi.davis@utah.edu

801-213-1144

Gardner Commons 2455

Step One:

- If you are withdrawing from a class, please remember that there may be consequences with scholarships, Pell grants, student loans and/or funding for school. All students are encouraged to speak with a Financial Aid Counselor to determine how withdrawing could impact funding: Student Services Bldg 105, 801-581-6211, financialaid@sa.utah.edu
- If you are an International Student, you are required to first talk with an advisor in the International Student & Scholar Services (ISSS) before submitting a petition for late withdraw: 410 Union, 801-581-8876, international@utah.edu
- If you are a Student Athlete, you are required to first talk with your Athletics advisor before submitting a petition for late withdraw.
- All students are encouraged to speak with the advisor(s) of their academic program(s) before submitting a petition for late withdraw to determine how withdrawing will impact their academic career.

Step Two:

Once you have determined if you will be submitting a petition for late withdraw, then you will contact the college that your major is under and work with your college to submit the petition.

- See attached table *on page 4* or visit this link for contact information:
<https://registrar.utah.edu/handbook/college-dean-contact.php>

Step Three:

There are two different forms titled *Petition for Consideration of Exception to Policy*. The correct form to use will be determined by whether the class you are petitioning a late withdraw from has ended or has not ended (*i.e., the last day of class has past or not for the course*).

- Petition forms can be found at: <https://csbs.utah.edu/students/petitions.php>
- The Petition form for classes that have ended is called the “Retroactive Petition Form”
- The Petition form for classes that have not ended is called the “Current Term Petition Form”

Step Three, continued:

- **If the class has ended, then you will fill out the Retroactive Petition form:**

The entire petition form is found at: <https://csbs.utah.edu/documents/advisors/Retroactive.pdf>

UNIVERSITY OF UTAH PETITION FOR CONSIDERATION OF EXCEPTION TO POLICY OFFICE OF THE REGISTRAR

Please print legibly. Date _____

Student ID Number _____ Phone _____

Name _____ Email Address _____

Address _____ College _____

City _____ State _____ Zip _____ Major _____

F1 or J1 Visa Yes No

PROCEDURES FOR FILING PETITIONS:
 Petition requests must be submitted within three years of the affected term(s) or prior to graduation from the university, whichever comes first. (University of Utah Regulations, Policy 6-100, Section G, Number 5)

1. Complete this form and prepare a written statement describing your request for exception to policy.
2. Attach your statement and all other supporting letters and documentation to your petition. Supporting letters from instructors, physicians, etc. must be written on official letterhead. (You are advised to make copies for your own personal file as you will be charged \$.50 per page if you request copies from the Registrar's Office at a later date.)
3. If you are petitioning for a past term, you are required to obtain a letter of support from your college dean if you are an undergraduate student, or from your committee chairperson if you are a graduate student.
4. Submit your completed petition to the Registration Division, window 13, second floor of the Student Services Building or by mail to 201 S 1460 E RM 250 N, Salt Lake City, UT 84112-9056.
5. Allow up to two weeks for the petition to be reviewed. You will be notified of the committee's decision by mail or email to your uMail account. Decisions cannot be released over the phone.
6. ***FINANCIAL AID RECIPIENTS** - You are advised to meet with your financial aid counselor to review the possible effect if this petition is approved.
7. International students on a F1 or J1 visa who are requesting a withdrawal that will take undergraduate credits below 12 hours or graduate credits below 9 hours must include a letter of support from International Student & Scholar Services.

Note: A separate petition is required for a refund of tuition/fees. Contact the Income Accounting/Student Loan Services Office, 175 Student Services Building, (801) 581-7344.

MARK THE APPROPRIATE BOX AND LIST BELOW THE CLASS(ES) INCLUDED IN YOUR PETITION REQUEST (SEE REVERSE SIDE FOR FURTHER CLARIFICATION).


*Delete class(es) with W grades for the current term		Add class(es) for a past term (\$50 late fee per class)	
Elect or Revoke the CR/NC Option (Refer to Guidelines)		*Change credit hours for a past term	
*Withdraw from class(es) for a past term		Section change for a past term	
*Delete class(es) with W grades for a past term		Change a cross-listed course for a past term	

Subject	Catalog Number	Section Number	Credit Hours	Last Day of Attendance	Withdrawal Date	Term/Year

I have completed all of the procedures required for filing a petition. I understand that forms submitted without complete information will not be considered. _____
 Signature

- **If the class has not ended, then you will fill out the Current Term Petition form:**

The entire petition form is found at: <https://csbs.utah.edu/documents/advisors/current-termpetition.pdf>

 **Petition for Consideration of Exception to the Withdrawal Policy**

Please print legibly. Date _____

Name _____ Student ID# _____

Last First Initial Phone _____

Street Address _____ 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

Step Four:

The following items are required in order to submit a petition for late withdraw to your college:

1. A completed and signed petition form (*see Step Three*).
2. A personal statement from the student explaining the extenuating circumstances.
3. Any supporting documentation which is determined by the extenuating circumstances (*for example, a doctor's note*).

Step Five:

Students majoring in the College of Social and Behavioral Science will submit the petition materials (*see Step Four*) to Bobbi Davis. Materials can be submitted through the following methods:

- In person: Gardner Commons suite 2455 (*office hours Monday-Friday from 8am to 5pm – except for university closure days*).
- Email: bobbi.davis@utah.edu
- Fax: 801-585-5081 with an “Attention to Bobbi Davis”
- Mail: University of Utah, CSBS Student Success Center, 260 Central Campus Dr. Suite 2455, Salt Lake City UT, 84112

Again, for any questions regarding this process or to make an appt, contact Bobbi Davis at:

- bobbi.davis@utah.edu
- 801-213-1144
- Gardner Commons 2455

College Dean Contacts

Please contact the person or department listed below for assistance with Petitions for Exception to Policy.

College	Contact Information for Dean's Support Letters for Undergraduate Petitions	Location	Phone
Academic Advising Center (all undecided and non-matriculated students)	Schedule an appointment through http://advising.utah.edu/scheduling/ Select "Core Services" and then "Policies and Procedures"	SSB 450	801-581-8146
Architecture + Planning	Grant Allen, Advisor advisor@arch.utah.edu	ARCH 235	801-581-7175
David Eccles School of Business	Jessica Taverna, Director Undergraduate Advising Services	SFEBB 7150	801-585-7558
Education	Anne Cook, Dean anne.cook@utah.edu	SAEC 3202	801-581-8221
Engineering	Dianne Leonard, Academic Program Manager dleonard@coe.utah.edu	WEB 1602	801-585-7769
Fine Arts	Liz Leckie, Associate Dean for Undergraduate Affairs	ART 250	801-581-6764
Health	Shari Lindsay, Assistant Dean for Students	HPER-N 200	801-585-5764
Humanities	Taunya Dressler, Assistant Dean for Undergraduate Affairs taunya.dressler@utah.edu	LNCO 2100	801-585-9733
Medicine	Diana Wilkins, Division Chief	SOM 5R475	801-587-1242
Mines & Earth Sciences	Darryl Butt, Dean	FASB 205	801-581-8767
Nursing	Carrie Radmall, Associate Director	CNB 2255	801-581-8798
Science	Janis Louie, Associate Dean for Student Affairs	JTB 220	801-581-6958
Social & Behavioral Science	Bobbi Davis, Director, Student Services https://csbs.utah.edu/students/petitions.php	Gardner Commons 2455	801-213-1144
Social Work	Elizabeth Perez, Academic Advising Coordinator	SW 210	801-585-1596