



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

Updated 10/17/2019

For any questions regarding this process contact Bobbi Davis at:

bobbi.davis@utah.edu • 801-581-7579 • Gardner Commons (GC) 2455

or book an appointment at: <https://utah.craniumcafe.com/bobbidavis8>

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 you may be receiving @ Student Services Bldg 105, (801) 581-6211, or financialaid@sa.utah.edu.
- If you are **receiving funds for school through veteran and military benefits**, you are encouraged to speak with the division of [Veteran Services](#) to see how withdrawing could impact these benefits at Union 418, (801) 581-6945 or vetservices@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, or 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.
- If you are **living on campus**, please remember that undergraduate students living on-campus are required to enroll in a minimum of 12-credit hours. Graduate students living on-campus are required to enroll in a minimum of 6-credit hours. Students are encouraged to speak with the office of [Housing & Residential Education](#) when considering a withdraw from courses.
- 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.

- Visit this link to find who the contact person is for your college:
<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 classes you are petitioning a late withdraw from have ended or have not ended (i.e., the last day of class has past or has not past for the course).

Step Three, continued:

- 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 deadline for submitting this petition is no later than 3 years from the last day of class that you are petitioning for or before graduation, whichever comes first.*
- **If the class has ended, then you will fill out the [Retroactive Petition form](#): (please note this is only an image and not the complete form)**



The University of Utah

Petition for Consideration of Exception to Policy

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-5808 • 801-585-7860 fax

This document is accessible when opened in Adobe Reader. If you do not already have Adobe Reader, it is free on the [Adobe website](#).

INSTRUCTIONS:

- Obtain a letter of support from your college dean's office designee if you are an undergraduate student, or from your committee chairperson if you are a graduate student. You may need to schedule an appointment and meet with the dean (or designee) before a letter can be written on your behalf.
- Complete this form and prepare a written statement describing your request for an exception to policy.
- Include any supporting documentation or letters. Letters from instructors, physicians, etc., must be written on official letterhead.
- **FINANCIAL AID RECIPIENTS** are strongly encouraged to meet with a financial aid counselor to review the possible effect if this petition is approved.
- **INTERNATIONAL STUDENTS** on an F1 or J1 visa who are requesting a withdrawal that will take them below full-time status must obtain additional support from the International Student & Scholar Services Office.
- Submit your completed petition to the Office of the Registrar. Email petition@utah.edu for questions concerning submitting.
- Allow up to two weeks for the petition to be reviewed. You will be notified of the committee's decision by email to your UMail account. Decisions cannot be released over the phone.

Student ID: _____ Date: _____

Name: _____ College: _____

Phone: _____ Major: _____

Email: _____

F1 or J1 Visa Yes No

If yes: _____
International Student & Scholar Services Official Date

Mark the appropriate box. See the reverse side for clarification.

<input type="checkbox"/>	Withdraw from class(es) for a past term
<input type="checkbox"/>	Add class(es) for a past term <small>(if approved, there is a \$30 late fee per class and a Grade Change Form is needed from the college for the course[s] added)</small>
<input type="checkbox"/>	Change credit hours for a past term

<input type="checkbox"/>	Section change for a past term
<input type="checkbox"/>	Change a cross-listed course for a past term
<input type="checkbox"/>	Elect or Revoke CR/NC Option

List classes included in your request.

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

I have completed all of the procedures required for filing a petition. I understand that forms submitted without complete information will not be considered. I have consulted with all respective offices regarding the financial, academic, and visa implications of my request, if applicable.

Student Signature (Electronic Signatures NOT accepted) _____ Date _____

Registrar's Office Use Only

APPROVED DENIED PARTIALLY APPROVED

COMMENTS: _____

Entered by: _____
Verified by: _____

Step Three, continued:

- Petition forms can be found at: <https://csbs.utah.edu/students/petitions.php>
- The Petition form for classes that have not ended is called the “Current Term Petition Form”
- If the class has not ended, then you will fill out the [Current Term Petition form](#):
(please note this is only an image and not the complete form)



Petition for Consideration of Exception to the Withdrawal Policy

Please print legibly.

Name _____ Date _____

Student ID# _____

Last First Initial Phone _____

Street Address _____ Plan (major) _____

Program (college) _____

City State ZIP Code

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
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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.

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 for medical reasons*).

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:

- You can book an appointment to meet with Bobbi at: <https://utah.craniumcafe.com/bobbidavis8>
- 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 Attention Bobbi Davis, 260 Central Campus Dr. Suite 2455, Salt Lake City UT, 84112

Step Six:

Finally, if the petition is approved (or if a student has withdrawn from classes on their own and not through this petition process), they can submit a petition for tuition to the Office of Income Accounting based on extenuating circumstances.

- Note: you do not need to submit this petition through your college. You will need to work directly with the Office of Income Accounting.
- More detailed information about this petition including Income Accounting's contact information can be found at: <https://fbs.admin.utah.edu/income/tuition/late/>
- If you have been awarded a scholarship you are encouraged to contact the Office of Income Accounting first before submitting a petition to their office as there could be negative consequences to future funding of the scholarship.

Again, for any questions regarding this process contact Bobbi Davis at:

bobbi.davis@utah.edu

801-213-1144

Gardner Commons 2455

Or book an appointment at: <https://utah.craniumcafe.com/bobbidavis8>