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](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)
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)

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

Please print legibly.

Name ___________________________ Date ___________________________

First Initial

Street Address ___________________________ Plan (major) ___________________________

City State ZIP Code Program (college) ___________________________

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**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:

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<thead>
<tr>
<th>Term and Year</th>
<th>Department</th>
<th>Catalog No.</th>
<th>Section No.</th>
<th>Credit Hours</th>
<th>Instructor</th>
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**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