



## Reference guide for petitioning for an exception to policy for a **CURRENT SEMESTER**

University policy states that a student may petition for an alteration to their registration outside of the relevant deadline dates **in the event of a compelling, non-academic emergency**. The petition process can be used for course withdrawals that relate to the current semester.

### Step One:

- If you are withdrawing from a class, remember that **there may be consequences with scholarships, Pell grants, student loans and/or funding for school**. Students are encouraged to speak with a [Financial Aid Counselor](#) to determine how withdrawing could impact funding you may be receiving at Student Services Building, 801-581-6211, or [financialaid@utah.edu](mailto:financialaid@utah.edu).
- If you are **receiving funds for school through veteran and military benefits**, students are encouraged to speak with [Veteran Services](#) at Union 418, 801-581-6945, or [vetservices@utah.edu](mailto:vetservices@utah.edu) to see how withdrawing could impact these benefits
- If you are an **International Student**, you are required to first talk with an advisor in the [International Student & Scholar Services](#) office at Union 410, 801-581-8876, or [international@utah.edu](mailto:international@utah.edu) before submitting a petition for late withdrawal
- If you are a **Student Athlete**, you are required to first talk with your Athletics Advisor before submitting a petition for late withdrawal.
- You are encouraged to speak with your [Academic Advisor](#) before submitting a petition for late withdrawal to determine how withdrawing will impact your academic career.

To petition for an exception to policy, submit the following to Lisa Batchelder (CSC 214):

- **A completed and signed petition form.**
- **A personal statement.**
  - Clearly explain the situation that led to this petition. Be specific and include all information that you believe should be considered. Some of these situations may be very personal; we respect your privacy and will respect it in accordance with University of Utah policy and FERPA.
  - Address why you are now requesting an exception to registration policy. Address why you did not/could not initiate the change prior to the withdrawal deadline.
  - Partial withdrawal (i.e. a request to withdraw from only one, or some, of your course and not others).
    - **MUST** explain why you are seeking to withdraw from some courses but not all courses taken in that semester. Partial withdrawals may be denied if not explained. *Merely having done better in some courses than in others – or not liking the instructor's style of teaching are not considered valid reasons.*

- **Supporting materials to verify the impact of your non-academic emergency.**
  - Typically, a **dated and signed** letter from a health-care provider, employer, etc., **and/or** some other form of appropriate documentation summarizing how your ability to complete the coursework was impacted during the semester. If a letter is not possible, proof of services (admit or discharge documents, medical bills that include dates of hospitalization, etc.) can suffice.
  - Work-related documentation needs to clearly state when and why work hours (or job position) was changed. Relationship of letter writer to student (e.g. supervisor or business owner) should be included.
  - Email documentation from staff or faculty member must be from a U of U email address.
  
- Some of these situations may be very personal; we respect your privacy and will protect it in accordance with University of Utah policy and FERPA. However, staff are legally required to report situations involving sexual misconduct and discrimination to the Office of Equal Opportunity/Affirmative Action. You have the right to choose to whom you speak, what you say, when you say it and what resources you use. If you prefer to speak first with a confidential resource (not required to report), you may contact the University Counseling Center (801.581.6826), the Women's Resource Center (801-581-8030), or Center for Student Wellness, Sexual Assault Victim Advocacy Office (801-581-7779).

Questions? Contact Lisa Batchelder at  
[office@science.utah.edu](mailto:office@science.utah.edu)  
 Crocker Science Center Rm 214  
 801-587-8978



## Petition for Consideration of Exception to the Withdrawal Policy

Please print legibly.

Name \_\_\_\_\_

Last

First

Initial

Street Address \_\_\_\_\_

City

State

ZIP Code

Date \_\_\_\_\_

Student ID# \_\_\_\_\_

Phone \_\_\_\_\_

Plan (major) \_\_\_\_\_

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

### 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.

[illegible]

**For College Use Only**

**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: By _____ Phone _____ Signature or College Dean or representative _____ Date _____
	—				
	—				
	—				

\_\_\_\_\_