BACJ Program Late Withdrawal Policies and Procedures

Please consult the Academic Calendar, UCD website, catalog, and BACJ Handbook for complete requirements and policies.

**Deadlines and Procedures for Dropping Courses for BACJ Majors (fall/spring semester):**

<table>
<thead>
<tr>
<th>First day of classes through Census Date (University-wide policy)</th>
<th>Students may drop courses on their own using UCDAccess</th>
<th>No tuition assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No permissions required</td>
<td>After 5th day of classes through Census Date, $100 drop fee charged</td>
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<tr>
<td>After Census Date through the 10th week of classes (or 5th week for summer courses)</td>
<td>Students may withdraw from courses using a Schedule Adjustment Form (SAF)</td>
<td>Full tuition assessed</td>
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<td>Permission of Instructor required</td>
<td>Course will be indicated on transcript with a &quot;W&quot; (withdrawal)</td>
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<td>After 10th week of classes (Check Academic Calendar for exact date)</td>
<td>Students must submit a completed Late Withdrawal Petition form and include all required documentation</td>
<td>Full tuition assessed</td>
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<td>Permission of Instructor and Advisor required</td>
<td>Course will be indicated on transcript with a &quot;W&quot; (withdrawal)</td>
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<td>Approval of petition by Program Director required</td>
<td>Dropping for poor academic performance/failing grade is NOT allowed</td>
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**Student Responsibilities:**

1. Ensure that semester schedule is accurate before Census Date
2. Know policies related to add/drop deadlines and procedures as outlined on Academic Calendar, in the University catalog, on syllabi, and in the BACJ Handbook
3. Decide to drop or withdraw from courses due to poor academic performance/failing grade PRIOR to the 10th week of the semester and communicate with Faculty/Instructors about decision
4. Obtain required signatures for Schedule Adjustment Form
5. Use official University student email account and ensure that information is received and emails are read in a timely fashion.

The following reasons for requesting a late drop after the 10th week of classes are invalid and will not be considered:

- You were not aware of the deadlines.
- You have poor academic performance.
- You failed to verify that your schedule was accurate.
- You did not obtain required signatures prior to the deadline.
- You waited for Financial Aid deadlines to pass.
- You do not have permission from the Instructor.
BACJ Late Withdrawal Petition Form

Student Name: ________________________________ ID# ____________ Date ________________

University Email Address: _______________________________________________________________

(Petition decision will be sent to your University email address)

List all courses for which you are requesting a late drop:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course number</th>
<th>Section number</th>
<th>Title</th>
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Verify that all steps for late withdrawal petition have been completed by initialing before submitting this form:

_____ I have submitted a written statement (1-2 pages) that includes the following information: a detailed explanation of the circumstances leading to your request for a withdrawal, identification of course(s) for which the withdrawal is requested, full name of the Instructor(s) for the course(s), an indication of your current class standing at UCD, and further explanation if the special circumstances did not affect all of your courses

_____ I have attached applicable documentation that verifies the circumstances beyond my control (i.e. note from medical provider, employer, financial aid etc.)

_____ I have obtained the Instructor’s permission with a signature and date on a Schedule Adjustment Form

_____ I have attached a copy of the course syllabus for each course being petitioned

_____ I understand that the Late Withdrawal Petition and tuition appeals are separate processes

_____ I understand that submission of this petition does not guarantee approval

By signing below, I confirm that I have read, understand, and meet the Late Withdrawal policies for the School of Public Affairs, as well as the above listed statements:

Signature: ________________________________ Date: ________________
University of Colorado Denver
School of Public Affairs

For Office Use Only-

Decision:____________ Authority Signature: _________________________ Date:__________