## Late Withdrawal Petition

### Guidelines

| First day of classes through Census Date (University-wide policy) | Students may drop courses on their own using UCD Access  
|---|---|
| Refer to the CU Denver Academic Calendar for each semester's Census Date | No permissions required  
| | Does not show up on the transcript  
| | No tuition assessed* |

| After Census Date up to the Withdrawal Deadline  
10th week of classes for fall and spring semesters  
For other terms students should refer to the CU Denver Academic Calendar | Students may withdraw from courses on their own using UCD Access  
|---|---|
| | No Instructor Permission  
| | Permission from Academic Advisor ** may be required  
| | Course(s) will be indicated on transcript with a "W" (withdrawal)  
| | Full tuition assessed* |

**Medical Withdrawal:** A separate process exists for students requesting a medical withdrawal. When petitioning for a medical withdrawal, all courses will be withdrawn from in the petitioned semester. A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. The medical withdrawal covers both physical health and mental health difficulties.

| Medical Withdrawal: | To request a medical withdrawal, follow this link:  
http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/executiveteam/StudentAffairs/officeofcasemanagement/Pages/MedicalWithdrawals.aspx  
|---|---|
| | May result in a tuition reimbursement  

**Late Withdrawal:** After the Withdrawal Deadline through the Wednesday before Finals Week of the spring and fall semesters.

| Late Withdrawal: | Students must submit a completed Late Withdrawal Petition form to the appropriate advising office and include all required documentation  
|---|---|
| Refer to the CU Denver Academic Calendar for each semester's Withdrawal Deadline | Permission from advising office required  
| | Course(s) will be indicated on transcript with a "W" (withdrawal)  
| | Full tuition assessed* |

**Faculty Signature:** Some colleges require a faculty member’s signature on this form

| Faculty Signature: | The following colleges require a faculty signature: CLAS, CAP, Business  
|---|---|
| | The following colleges do not require a faculty signature: CAM, CEAS, SEHD, SPA  

**Reflective Statement:** Some colleges require the submission of a reflective statement with this petition

| Reflective Statement: | The following colleges require a reflective statement: Business, CAP, CAM, CLAS, SEHD, SPA  
|---|---|
| | The following colleges do not require a reflective statement: CEAS  

| After the Wednesday before Finals Week of the spring and fall semesters. | Student must submit a Retroactive Withdrawal Petition**  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full tuition assessed*</td>
</tr>
</tbody>
</table>

*Students should refer to the CU Denver Bursar Calendar for specific deadlines regarding fee and tuition assessment associated with dropping and/or withdrawing from a course(s)*

** CLAS Graduate and CLAS Non-Degree Graduate students should submit directly to the Graduate School
Student Responsibilities

1. Ensure that your schedule is accurate before Census Date.
2. Know policies related to drop and withdrawal deadlines as outlined on Academic and Bursar Calendars.
3. Meet with your Academic Advisor to determine if you should withdraw from course/ courses due to poor and or failing grade.
4. Remember to review deadlines on Academic and Bursar Calendars.
5. Use official CU Denver student email account and ensure that information is received and emails are read in a timely fashion.

Information and Directions

Grounds for late withdrawal(s): Each College and School reserves the right to evaluate late withdrawal petitions under its own criteria, and the student should consult with the appropriate school or college advisors before submitting the late withdrawal petition. Some schools and colleges might conclude that the reason(s) for a late withdrawal must be serious and compelling. The following may be acceptable grounds for a late withdrawal; documentation may be required. Check all that apply:

- Personal or Family Illness (documentation required)
  - A letter from the medical provider on official letterhead
    - Do not submit any medical records

- Personal or Family Difficulties (documentation required)
  - Examples of documentation may be:
    - Death Certificate or obituary
    - Police Report
    - Legal Documentation
    - Letter from employer
    - Housing documentation

- Circumstances beyond the student’s control (documentation required)

Note that some colleges and schools may determine the following are not valid reasons to petition a late withdrawal after the 10th week and may not be considered:

- Failing grade or poor performance unrelated to the above
- The student was not aware of deadlines
- The student failed to verify their schedule is accurate

Directions:

1. The student should consult with their college or school advisor to determine any additional materials or information that will need to be submitted.
2. Colleges and Schools may require a separate written reflective statement that includes a detailed explanation of the circumstances leading to the Late Withdrawal Petition request. (Maximum length 1 page)
   a. If required, students should submit this completed petition form, including the separate written reflective statement and all required documentation, to their advising office.
   b. Once the completed late withdrawal petition form is received the student will receive a decision to their CU Denver email address within 7-10 business days.
Late Withdrawal Petition

Petition Form

Student Name: ___________________________________________ Student ID #: ____________________________

CU Denver Email: ____________________________@ucdenver.edu

Instructions: Please verify that all steps for the late withdrawal petition have been completed by initialing each item below before submitting this form.

_____ I have submitted a separate written reflective statement that includes a detailed explanation of the circumstances leading to my Late Withdrawal. Max length 1 Page. (This is not required for Engineering and Applied Sciences)

_____ I am petitioning to withdraw from (circle one option):

a. One Course (please indicate the class number, course prefix, section, and title).

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject/Course</th>
<th>Title</th>
<th>Section</th>
<th>Hours</th>
<th>Faculty (if required by my school or college)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 35268</td>
<td>ENGL 1020</td>
<td>Core Composition I</td>
<td>1</td>
<td>3</td>
<td>Print</td>
</tr>
</tbody>
</table>

b. Multiple Courses (using the same format, list all courses that apply).

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject/Course</th>
<th>Title</th>
<th>Section</th>
<th>Hours</th>
<th>Faculty (if required by my school or college)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 35168</td>
<td>ENGL 1020</td>
<td>Core Composition I</td>
<td>1</td>
<td>3</td>
<td>Print</td>
</tr>
</tbody>
</table>

NOTE: If you cannot obtain your instructor’s permission, please note the reason why on your petition.

c. All courses for the current term.

_____ I have attached the required documentation that verifies my grounds for requesting a Late Withdrawal Petition (if required by my school or college).

_____ I understand the grounds for late withdrawal as stated on the Information and Directions form.

_____ I understand the Late Withdrawal Petition and Tuition Appeal are separate processes and an approved Late Withdrawal Petition does not entitle a student to a refund for tuition or other charges.

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

_____ I understand I may be financially responsible for part of or all tuition and fees for any or all course withdrawal(s) and that withdrawal(s) may lead to adjustments to my financial aid/awards package, Department of Veterans Affairs education benefits, or other eligibility/benefits that are dependent upon my enrollment status. Withdrawal(s) may affect international students’ immigration status, see the International Student & Scholar Services (ISSS) for details.

_____ I will check my CU Denver email address for notification of the decision about my Late Withdrawal Petition.

Acknowledgement: By signing below, I confirm that I have read, understand, and meet the Late Withdrawal Petition guidelines.

Student Signature: ___________________________________________ Date: _____________________________

For Office Use Only

Authority Signature ___________________________ Date: ___________________________ Date Received ___________________________

Advising Office Decision: _______ Approved _______ Denied