

# Late Withdrawal Petition

Use this form to withdraw from one or all classes after you can no longer withdrawal from classes through the Portal. (See the Academic Calendar: [www.ucdenver.edu/academiccalendar](http://www.ucdenver.edu/academiccalendar)). Withdrawals after this date require you to demonstrate circumstances beyond your control. To withdraw from **all** classes due to medical reasons, contact the Office of Case Management: (303) 315-7306, [shareaconcern@ucdenver.edu](mailto:shareaconcern@ucdenver.edu)

DEADLINE: See academic calendar for deadline:

[www.ucdenver.edu/student/registration-planning/academic-calendars](http://www.ucdenver.edu/student/registration-planning/academic-calendars)

Semester \_\_\_\_\_ Year \_\_\_\_\_

## Step 1: Complete student information

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Email: \_\_\_\_\_@ucdenver.edu  
Last First MI

## Step 2: Complete course information

Class #	Course Subject & number	Section	Credit hours	Course title	Faculty Approval		
					Name	Signature	Date
<i>Ex: 35168</i>	<i>ENGL 1020</i>	<i>001</i>	<i>3</i>	<i>Core Composition I</i>			

**Step 3: Complete** the Personal Statement. Submit additional documentation if required by your school or college. See back of the form for more information about the personal statement and required documentation.

**Step 4: Verify** that you agree to each statement by initialing beside them and sign below.

- \_\_\_\_\_ I reviewed and understand the student responsibilities and directions outlined on the back of this form, including implications for Veterans and International Students.
- \_\_\_\_\_ I understand that submission of this petition does not guarantee approval.
- \_\_\_\_\_ I reviewed the CU Denver Billing Calendar (on CU Denver Bursar’s Website) and understand the financial implications of this petition.
- \_\_\_\_\_ I will check my CU Denver email account for notification of the decision of my Late Withdrawal Petition.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 5: Submit** completed Late Withdrawal Petition to your home college advising office by the deadline on the semester’s academic calendar. All CLAS graduate students and all PhD students of all colleges submit their completed Late Withdrawal petition to the Graduate School.

<b>For School/College use only:</b>	Date Received: _____	Authority Signature: _____	Date: _____	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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### Student Responsibilities

1. Ensure that class schedule is accurate before Census Date.
2. Know policies related to drop and withdrawal deadlines as outlined on the CU Denver Academic (on CU Denver Registrar's website) and CU Denver Billing (on CU Denver Bursar's website) Calendars.
3. Meet with your Academic Advisor to discuss the circumstances out of your control, the impact of withdrawing from the course, and verify the required components for this petition.
4. Use official CU Denver student email account and ensure that information is received and emails are read in a timely fashion.
5. Understand the implications of a late withdrawal to one's own financial aid and other financial resources, including but not limited to Department of Veterans Affairs education benefits. Please speak to the Financial Aid Office and Veterans Student Services for more information.
6. Understand the implication of a late withdrawal to one's own immigration status. Please speak with the International Student and Scholar Services (ISSS) for more information.

### Personal Statement: Instructions

1. No longer than 1 page in length.
2. Include a detailed explanation of the timeline and circumstances beyond your control leading to the Late Withdrawal Petition request.
  - a. Include a description of the circumstances themselves and why they are beyond your control.
  - b. Include any additional support you may need to succeed in future semesters.
3. Questions about these circumstances should be directed to your academic advisor and/or college advising office.

### Additional Documentation: Instructions

1. If you are a College of Liberal Arts and Sciences (CLAS), Business School, School of Education and Human Development (SEHD), College of Arts and Media (CAM), School of Public Affairs (SPA), Graduate School, or College of Engineering, Design and Computing student, you are not required to submit any additional documentation. You may submit documentation if you believe it will support your petition to withdrawal from the course. The Graduate School may require additional information on a case by case basis.
2. If you are a College of Architecture and Planning (CAP) student, you must submit additional documentation supporting the events that you describe in your personal statement. Examples of documents include:
  - a. Letter from a medical provider if withdrawal is related to medical concerns.
  - b. Proof of illness or death of family member or loved one.
  - c. Any other documentation that supports the reason for your withdrawal.

### Advising Office Contact Information

Business School	Business School, 4 <sup>th</sup> floor	Undergrad.advising@ucdenver.edu	(303) 315-8110
College of Architecture and Planning	CU Building, 2 <sup>nd</sup> Floor	CAP.UGAdvising@ucdenver.edu	(303) 315-1000
College of Arts and Media	ARTS room 177	CAMAdvising@ucdenver.edu	(303) 315-7400
College of Engineering, Design and Computing	North Classroom, room 3034	engineering@ucdenver.edu	(303) 315-7510
College of Liberal Arts and Sciences	North Classroom, room 1030	clas_advising@ucdenver.edu	(303) 315-7100
The Graduate School	Lawrence Street Center, room 1251	Stephanie.puello@ucdenver.edu	(303) 315-2183
School of Education and Human Development	Lawrence Street Center, room 701	academicsservices@ucdenver.edu	(303) 315-6300
School of Public Affairs	Lawrence Street Center, 5 <sup>th</sup> Floor	Spa.advising@ucdenver.edu	(303) 315-2228