



RETROACTIVE WITHDRAWAL PETITION

Step 1: Complete student information

Name: _____ Student ID: _____
First MI Last

Major: _____ CU GPA: _____

Phone: _____ Email: _____ @UCDenver.edu

Step 2: Complete course information

Term (e.g. Fall 2014): _____

Are you trying to withdraw from the entire semester? Yes ___ No ___

Course prefix	Number	Section Number	Course prefix	Number	Section Number
<i>ex: HIST</i>	<i>4343</i>	<i>001</i>			

Step 3: Verify that you agree to each statement below by initialing beside them

	I have a compelling reason of circumstances <i>beyond my control</i> for requesting this retroactive withdrawal. (Examples of compelling reasons: death in the family, illness, injury, job transfer, etc.) I understand that the retroactive withdrawal petition is not a remedy for poor academic performance in class.
	I understand that I may only petition for a retroactive withdrawal for courses in one semester unless there are mitigating circumstances that support any additional petitions.
	I understand that I may not petition for coursework that is more than 7 years old.
	I understand that if the petition is approved, my grades for the courses listed above will be changed to Ws, will appear on my transcript, and that W grades carry no credit and therefore, credit may be lost as a result of this withdrawal.
	I understand that submission of this petition does not guarantee approval.
	I understand that changing my grades to Ws may affect my eligibility for financial aid, including but not limited to Department of Veteran’s Affairs education benefits. I also understand that if I have any questions regarding implications for my financial aid, I should speak with the Office of Financial Aid.
	I understand that even though these classes may be withdrawn, they may still count towards my lifetime maximum for the College Opportunity Fund (Colorado state residents only). I also understand that if I have any questions regarding implications on the College Opportunity Fund, I should speak with the Bursar’s office.
	I will check my CU Denver email account for notification of the decision of my Retroactive Withdrawal Petition.

Step 4: Compile Petition (initial that you have included the following petition components)

Statement, including the following:

- At the beginning of the statement, be clear in what you are asking for (e.g. "I am asking the committee to grant me a retroactive withdrawal from SOCY 1001-004 for Spring 2018.")
- Explanation of the special circumstances for the semester in which you are requesting a retroactive withdrawal.
- If the request is not for the prior semester, an explanation of the delay in filing the petition.
- Timeline of events
- If the withdrawal is not for the entire semester, explain *why* you were able to pass/withdraw from other classes in the term but failed to pass/withdraw from the course(s) you now petitioning.

Supporting Evidence: Supporting documentation and/or letters from individuals who can independently support your petition.

- Ask for letters from any professionals with whom you may have worked during the semester in question. Examples may include physicians, counselors, etc.
- Other supporting documents may include court or police records, statements from your employer, newspaper notices, etc.

Instructor letters for each course on department letterhead or from their CU email account including the following:

- Verifying that you either never attended or when you stopped attending the class
 - Reason(s) you earned the grades you did at the time
 - Explanation of whether or not the petition is supported by the instructor is not required but does help the committee in its deliberation to make a decision.
- * Email and/or speak to them about what you are requesting. You do not have to disclose all of your information, but remember that it may be helpful to them in evaluating your request.
- * If the instructor no longer teaches at CU Denver, please attach a letter from the chair of the department verifying the above information.
- * Instructors may send their letters directly to clas.academic.standards@ucdenver.edu.

Unofficial transcript. You can get an unofficial transcript from your student portal, UCD Access.

Step 5: Sign below

Student Signature: _____ Date: _____

Step 5: Submit this form with petition components via the following avenues

- In person: CLAS Advising Office in North Classroom (NC) 1030
- Email: clas.academic.standards@ucdenver.edu
- Fax: 303-315-7116

For Office Use Only:

Approved: Decision Date: _____ Notification sent: _____

Denied:

Committee Comments: _____