

## Petition for Exception to Course Drop and Semester Withdrawal Deadline

### General Information

- The following Information can also be found in the SIU Undergraduate Catalog under "Withdrawal." <https://catalog.siu.edu/admissions/withdraw.php>
- Petitions for graduate students must have the support of the Graduate School.
- No tuition or general student fees shall be refunded in cases where withdrawal/drops occurs **after** the deadline stated in the Board of Trustees policy. Last date(s) of attendance are verified with the instructor of record in certain circumstances.
- Tuition and fees will not be refunded for courses that have already been completed earlier in the semester and for which a final grade has been earned.
- Only circumstances fitting one of the conditions listed below will be considered for any subsequent registration adjustment. Supporting documentation must be provided to the Registration Appeals Committee.
- The completed petition form along with supporting documentation must be submitted to the Office of the Registrar before any consideration will be given.

### Criteria for Petition for Exception to Course Drop and Semester Deadline

*Official documentation is required in all instances*

1. Accident or illness occurring prior to the withdrawal deadline which incapacitated the student and made it impossible for them to withdraw prior to the deadline
2. Accident or illness in the student's immediate family that occurs prior to the withdrawal deadline and is of such nature as to prevent the student from continuing their education.
3. Emotional or psychological trauma resulting from an incident which occurred prior to the deadline and for which the student is undergoing counseling or therapy.
4. A disciplinary, academic, or financial aid termination appeal that is not accepted if the appeal was initiated prior to the withdrawal deadline.
5. Induction into military service. Short Term Military Leave Policy can be found here <https://policies.siu.edu/policies/militaryleavepolicyforstudents.php>

### Documentation Examples

- Written verification from a physician as to the accident or illness to the student or in the student's immediate family and the student's inability to withdraw prior to the deadline.
- Written verification from a physician or counselor supporting the conditional of emotional or psychological trauma that substantiates the incident occurred prior to the deadline.
- Copy of letter denying disciplinary, academic, or financial aid termination appeal with verification the appeal was filed before the deadline.
- Written correspondence from the military which verifies when the student is to report for military service and the length of time the student is expected to serve.

**Petition for Exception to Course Drop  
and Semester Withdrawal Deadline**

**Registrar's Office**  
**Withdrawals & Petitions**  
**Student Services Building, Room 0251**  
**1263 Lincoln Drive MC 4701**  
**Carbondale, Illinois 62901**  
**Email: *Withdraw@siu.edu***

**Name:** \_\_\_\_\_ **Dawg Tag:** \_\_\_\_\_

Academic College: \_\_\_\_\_ Major: \_\_\_\_\_  Undergraduate

Graduate

**Address: (Required)** \_\_\_\_\_  
*Street* *City, State, Zip-code*

**Telephone: (Required)** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Briefly state the nature of your petition (supporting documentation is required)*

Semester/Year: \_\_\_\_\_ *All registration adjustments are made within US Dept. of Education guidelines and limited to **one year** from the term being petitioned.*

Semester Withdrawal Semester Withdrawal includes all courses for which you are registered

Course Drop \_\_\_\_\_  
*List Course(s) included in petition. If all courses are included, check **Semester Withdrawal** instead*

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

If you are receiving financial aid, you must meet with a Financial Aid adviser to review the impact of any registration adjustment on your financial aid. This form must be completed by the Financial Aid representative before being submitted for review by the Registration Appeals Committee. ***All appeals are final and will not be reconsidered by the committee.***

**Financial Aid Representative's Signature:** \_\_\_\_\_  
*Date*

FAO Remarks: \_\_\_\_\_

----- **Office of the Registrar / Registration Appeal Use Only** -----

Approved Eff. Date: \_\_\_\_\_

Denied Remarks: \_\_\_\_\_

**Registrar's Signature** \_\_\_\_\_  
*Date*