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.

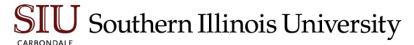
Criteria for Petition for Exception to Course Drop and Semester Deadline

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.



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Registrar's Office
Withdrawals & Petitions
Student Services Building, Room 0251
1263 Lincoln Drive MC 4701
Carbondale, Illinois 62901

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 (s		·
Semester/Year:		nents are made within US Dept. of Education to one year from the term being petitioned.
Semester Withdrawal	Semester Withdrawal in	ncludes all courses for which you are registered
Course Drop	Course(s) included in netition If all	courses are included, check Semester Withdrawal instead
List	Course(s) included in pention. If an o	courses are included, check Semester Withdrawa r instead
Signature:		
K	ak an a ak a stale a 15th an at al At	Date
adjustment on your financial aid. This fo	rm must be completed by	d adviser to review the impact of any registration the Financial Aid representative before being ppeals are final and will not be reconsidered by
Financial Aid Representative's Signature:		
FAO Remarks:		<i>Date</i>
Office of the	he Registrar / Registratio	n Appeal Use Only
Approved Eff. Date:		
Denied Remarks:		
Registrar's Signature		
		Date