

# Petition For Retroactive Withdrawal or Drop

Current Date \_\_\_\_\_

This form should only be used if you (a) have been admitted to the Tippie College of Business and (b) are requesting to withdraw an entire semester registration or drop individual courses from a previous semester or session.

## Instructions

- 1. Complete this form.** You must include your UI e-mail address.
- 2. Attach a typed professional letter** addressing the following points: (a) what you are petitioning, (b) why you are petitioning, and (c) what, if any, extenuating circumstances are related to the events you are describing in your petition and how these circumstances affected your situation.
- 3. Attach any supporting documentation.** Requests based on medical conditions must include a signed and dated letter from a health care provider verifying that you were seen for medical issues and how those issues affected your academic performance. Academic staff cannot interpret copies of prescriptions or clinical notes.
- 4. Submit your petition, letter, and documentation** to the Undergraduate Program Office. You may submit your forms at the reception desk in C140 PBB or you may e-mail them to [business-undergrad@uiowa.edu](mailto:business-undergrad@uiowa.edu).

**NOTE: You will be notified of the outcome of your appeal within 10 business days from the date the petition was submitted. Notification will only be sent to your University of Iowa e-mail address.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

University ID \_\_\_\_\_ Email \_\_\_\_\_ @uiowa.edu

Phone Number \_\_\_\_\_

**\*\*Due to Immigration rules, international students on F-1 or J-1 visa may not request a retroactive drop or withdrawal\*\***

I am requesting a:

- Retroactive Withdrawal of my entire registration Semester and Year \_\_\_\_\_
- Retroactive Drop of the classes listed below Semester and Year \_\_\_\_\_

Course Number	Course Name

STAFF USE ONLY. DO NOT WRITE BELOW THIS LINE.

Accepted  Denied Signature \_\_\_\_\_ Date \_\_\_\_\_

Rationale and Comments

Front Desk procedures after petition is submitted:

Date received \_\_\_\_\_ Initials \_\_\_\_\_

- Verify that student is a TCOB student. CLAS students must petition CLAS. Verify
- the student is not petitioning for the current semester.
- Give the petition and supporting documentation to the Assistant Dean for review.