

# Petition For **Late Drop or Withdrawal**

This form should only be used if you (a) would like to petition for permission to drop a course after the deadline and the Tippie College of Business is the administrative home of the course OR (b) have been admitted to the Tippie College of Business and would like to petition to withdraw your current registration after the withdrawal deadline.

## 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. 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 form 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 \_\_\_\_\_

I am requesting a:

- Late Drop of the class listed below. Semester and Year \_\_\_\_\_
- Late Withdrawal of my entire registration. 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 petitioning for the current semester.
- Give the petition and supporting documentation to the Assistant Dean for review.