

CSW Late and Retroactive Withdrawals

Late and Retroactive withdrawals will be considered for non-academic related emergencies that occur after the University of Utah published deadline to withdraw from class(es).

To initiate a petition for a Late or Retroactive Withdrawal, complete these forms & email to the CSW Dean's Designee (molly.parker@utah.edu) prior to your meeting:

1. Petition for Exception to Policy form: [Petition for Consideration of Exception to Policy](#)
2. Petition Personal Statement Form ([click to download](#))
3. RETROACTIVE WITHDRAWAL ONLY: Provide supporting documentation on official letterhead indicating the timing of your situation and the impact on your ability to complete your class(es) (you will need to gather this from your provider/therapist/doctor, etc)

After a student has submitted the appropriate documents, the CSW Dean's Designee will complete a letter of support and will submit the full packet of information to the Registrar's Office for review by the Petitions Committee. The student's Umail address will be copied on this correspondence.

Allow up to two weeks for the petition to be reviewed. Students will be notified of the committee's decision by email to their UMail account. Decisions cannot be released over the phone

FINANCIAL AID RECIPIENTS are strongly encouraged to meet with a financial aid counselor to review the possible effect if this petition is approved.

If the withdrawal is approved, the student may choose to pursue a tuition appeal. Tuition Appeal information and forms can be found here: [Tuition Appeal – Office of the Bursar \(utah.edu\)](#)

What type of withdrawal are you seeking?

Late Withdrawal: [Withdrawal Policy - Office of the Registrar - The University of Utah](#)

Also known as a "Dean's Withdrawal". Students facing compelling, non-academic emergencies in the CURRENT semester may petition to withdraw from courses after the withdrawal deadline through the last day of class for the course. Supporting Documentation is NOT required.

Retroactive Withdrawal: [Exemption to University Policy - Types of Petitions - Office of the Registrar - The University of Utah](#)

Retroactive withdrawals are for prior semesters and will only be considered with verification of unusual or extenuating circumstances that prevented withdrawal by the published deadline. In the case of medical withdrawals, a letter from a licensed health care provider on letterhead is required. This letter should include the general nature of the mental or physical illness, injury, or disability giving rise to the circumstances surrounding the request, the approximate date of onset of symptoms, the date through which the condition continued, why the condition warrants the action sought and is dated and signed by the licensed health care provider.