Petition For Late Drop or Withdrawal

This form should only be used if you (a) would like 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 and would like to withdraw your current registration after the deadline.

Instructions
Complete this form and submit it, along with the following items, to the Undergraduate Program Office.

1. A drop form signed by your instructor.
2. 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 your condition and how it affected your academic performance.

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 classes listed below
  □ Late Withdrawal of my entire registration

Semester and Year ______________________________

Course Number | Course Name
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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 the administrative home of the course is TCOB (can be done on ISIS).
☐ Give the petition and supporting documentation to the Associate Director for review.

Front Desk procedures after petition is returned:

☐ Place petition and nonmedical documentation in NOLIJ.
☐ Destroy medical documentation.