



Request for Retroactive Withdrawal

Date: February 6, 2017

The College of Engineering and Applied Science (EAS) follows University policy regarding withdrawals. Please refer to your University Catalog for details on this policy. However, in the event of significant extenuating circumstances (i.e. medical treatment, family crisis, financial distress) during a semester, a student may petition to retroactively withdrawal from all courses of that semester. EAS's policy on retroactive withdrawals dictates that the request must be made within three calendar years (9 terms) of the end of the semester in question.

INSTRUCTIONS: Complete all fields of the form below, plus a typed letter of explanation for your request – petitions without a typed explanation will be denied. Relevant documentation supporting your explanation (i.e. hospital bill/records, court documents) may be included at your discretion. Make a copy of your completed petition for your records, then submit your complete hard-copy petition to the Program Assistant for your department.

Mechanical: Osborne A-437

Electrical: ENG 299

Computer Science: ENG 196

NOTE: Approval of retroactive withdrawals is at the discretion of the Department Chair and the Dean of EAS, and may be denied. There is no guarantee, express or implied, that requests will be approved. Remember that your letter of explanation represents you to your Department Chair and Dean. Letters should be thorough, concise, clearly written, and indicative of your best communication skills.

I, the student listed below, request to be retroactively withdrawn from my \_\_\_\_\_ courses.

Further, I acknowledge that, if approved, I will be withdrawn from all courses from this term and all grades will be marked accordingly.

Requestor information:

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Major: \_\_\_\_\_

Anticipated Term of Graduation: \_\_\_\_\_

Email: \_\_\_\_\_@UCCS.edu

Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Departmental Decision: Approved

Denied

Chair/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks/rationale: \_\_\_\_\_

Dean's Decision: Approved

Denied

Dean/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks/rationale: \_\_\_\_\_