

General Information

For any questions regarding your request, please contact Withdrawals and Petitions in the Office of the Registrar at 618-453-7041 or email Withdraw@siu.edu.

This petition is strictly for academic purposes. Please note that no tuition or general student fees will be refunded if the withdrawal or drop occurs after the deadline specified in the Board of Trustees policy. The last date(s) of attendance, verified with the instructor of record if applicable, may influence the outcome of your appeal. For details on the Tuition and Fee Refund policy, approved on April 28, 1987, and aligned with SIU Board of Trustees Policy 4 A.6, visit [SIU Refund Policy](<https://policies.siu.edu/other-policies/chapter4/refunds.php>).

Request for Exception to Withdraw

Your request must:

1. Be submitted within **one year** from the last day of the semester.
2. Clearly link the extenuating circumstances and your inability to complete coursework or attend classes.
3. Include evidence documenting that the circumstances were unexpected and could not have been reasonably prevented.

Documentation must be provided from an appropriate authority, signed, on official letterhead, and include contact information. SIUC reserves the right to verify the validity of the submitted documentation. Examples of acceptable documentation:

Medical Issue	A signed letter on official letterhead from a physician, counselor, or medical provider detailing the onset date, duration of the condition, and how it impaired your ability to continue or complete classes. Do not submit hospital discharge papers, medical bills, or photos of injuries/surgeries.
Military Duty	Deployment orders indicating a call to active duty.
Death of an Immediate Family Member	A death certificate or obituary showing the date of death and your family relationship. Immediate family members include a parent, grandparent, spouse/partner, or child.

The following issues cannot be addressed through the petition process:

1. Reinstatement to the university after academic suspension, disciplinary dismissal, or involuntary withdrawal. For more information contact your academic college or Student Rights and Responsibilities office in Student Affairs.
2. Disputes regarding letter grades assigned by faculty. Students should consult academic grade grievance procedures for their academic college. Refer to the grading policy <https://registrar.siu.edu/grades/gradingsystem.php>
3. Complaints about class instruction, curriculum, or online classroom access. Contact the relevant academic college/school or technical support.
4. Requests based on job obligations or changes in employment responsibilities.

Requests for Refunds Due to Financial Hardship

Students who withdraw from the University due to significant financial hardship may request a refund or reduction of tuition and associated fees that are not typically eligible for refund (as outlined in 110 ILCS 66/20). The Vice Chancellor for Enrollment Management (or their designee) will review these requests. Refunds for tuition and general student fees are granted at the University's discretion. Students must provide appropriate documentation to support their request by the **last day of the term** in which they withdrew.

Additional Information:

- Filing an appeal does not relieve your current obligation to SIUC. You are responsible for all charges assessed on your account pending a decision on your appeal.
- If your appeal is approved, it may affect your financial aid. Contact a Financial Aid representative at 618-453-4334 or email fao@siu.edu to determine the impact of your appeal on your financial aid.
- Veteran and military personnel receiving educational benefits may receive a fiscal consequence to their aid for pursuing a backdated withdrawal. Contact the Veterans Services at 618-453-1335 or email vets@siu.edu.
- Courses will remain on the transcript and reflect a withdrawal grade (W).
- Appeals are granted on a one-time basis. Multiple appeals for the same circumstances will not be considered. If an appeal is approved, future requests for extensions of registration, withdrawal, or refund deadlines will not be approved, absent significant exceptional circumstances.
- The deadline to submit an appeal for death in the immediate family is **one academic year** from the end of the semester in question. The deadline to submit an appeal for financial hardship is the **last day of the term** in which the withdrawal and hardship occurred.



Petition for Exception of Course Drop and Semester Withdrawal

Name: _____ Student ID: (Dawgtag) _____

Academic College: _____ Major: _____ ☐ Undergraduate ☐ Graduate

Address: (Required) _____
Street City, State, Zipcode

Telephone: (Required) _____ Email: _____

Reason: (Check One) ☐ Death in Family ☐ Military ☐ Medical ☐ Financial Hardship* (Semester Withdrawal Required Prior to Appeal)

* Students withdrawing from the University because of a significant financial hardship may submit an appeal for consideration of a refund of tuition and associated fees that were not otherwise eligible for refund and are granted at the University's discretion. Appeals for refunds are reviewed by Vice Chancellor for Enrollment Management (or designee). Students are required to provide appropriate documentation to support the request by the **last day of the term** in which they withdrew.

Semester/Year: _____ Semester Withdrawal (All courses) Course Drop Course Add

List course(s) to be included in petition: (If all courses are included, check **Semester Withdrawal** instead)

CRN	Crs. Prefix	Crs. Number	Section	Cr. Hrs.	Last Day Attended		CRN	Crs. Prefix	Crs. Number	Section	Cr. Hrs.	Last Day Attended

Instructor's Signature: _____ Course Grade: _____

Did you receive financial aid for the above semester?

Yes No

If you are receiving financial aid, you must meet with a Financial Aid representative to review the impact of any registration adjustment on your financial aid and your account. Any changes to enrollment may result in an adjustment to any financial aid awarded. Contact a Financial Aid representative at 618-453-4334, or email fao@siu.edu to determine repercussion of a reduction in credit hours or a credit of tuition and fees prior to submitting an appeal for consideration.

Did you receive Veterans benefits for the above semester?

Yes No

Changes in enrollment may result in retroactive adjustments to Military and Veterans benefits and their payments. Veterans Education Services can be contacted at 618-453-1335, or email vets@siu.edu.

Did you have a Housing Contract for the above semester?

Yes No

Students living on campus must contact University Housing to properly check-out of your residence hall or apartment. Direct questions regarding housing charges to University Housing at 618-453-2301 or email housing@siu.edu. The approval of a withdrawal or appeal for tuition and fees does no reduce Housing charges.

Are you an International Student?

Yes No

Withdrawal or any reduction of enrolled credit hours may have a severe impact on your visa status. Before withdrawing or filling out appeal, international students must contact Center for International Education at 618-453-5774, or email international@siu.edu.

•Petitions for Exception to Course Drop and Semester Withdrawal deadlines are for academic purposes only with all adjustments made within the US Dept. of Education guidelines and must be received within **one year** of the last day of the semester. Official documentation must accompany the completed form and clearly link the extenuating circumstances with your inability to complete coursework or attend classes. Refer to instructions for information about proper documentation.

•Incomplete petitions **will not** be considered.

•Deadline to submit an appeal to the University for a significant financial hardship is the **last day of the semester** in which the hardship occurred.

•Multiple appeals for the same circumstances will not be considered. Appeals that are reviewed are done as a one-time request.

•Committee and/or Vice Chancellor decisions are **final**.

Student Signature: _____

_____ Date

I certify that all information provided is complete and accurate

You will be notified of the decision approximately 4-6 weeks from the time of submission of a complete appeal (signed, dated form with all documentation necessary to the circumstances). Submission of an appeal does not suspend billing or enable registration eligibility for a future term.

--- Office of the Registrar / Registration Appeal Use Only ---

Academic Actions Committee Approval: _____

Withdrawal Complete: _____
Date

Forward for Refund Appeal*

Refund Appeal:

Approved

Denied

VCEM Signature: _____

Date: _____