Black Hills State University
PETITION FOR LATE DROP / WITHDRAWAL WITH REFUND

Procedures

• To petition for a late drop or withdrawal, the student will submit a Petition for Late Drop or Withdrawal to their Academic Advisor, along with a statement/rationale for the request and supporting documentation.

• The Advisor will review the request and contact the student to schedule an interview, if necessary. The Advisor will make a recommendation to approve/deny the request. The request will be forwarded to the Registrar's Office and to Student Financial Services for a recommendation to the Provost.

• Upon review, the Provost will notify the student of his/her decision to approve/deny the petition, and sign and return the petition to the Office of the Registrar for appropriate adjustments to the student's record, if approved.

• Requests must be submitted in the semester of occurrence.

• Requests without appropriate documentation of extenuating circumstances will not be considered. The following reasons will not be given consideration for late withdrawal: failure to remember the withdrawal deadline, changing majors, receiving unsatisfactory grades after the withdrawal deadline, course load too heavy or work schedule conflicts. See Section III for circumstances eligible for consideration.

• The complete withdrawal policy may be found on the Board of Regent's website at http://www.sdbor.edu/policy/5_FinanceBusiness/index.htm

I. Student Information

Student Name _____Student ID#_____
Last First

Address

_____
Street City State Zip

Day Phone ( ) _____ BHSU Email _____Term of Occurrence _____

II. Course Information

_____Drop one or more courses as indicated below: _____Are you requesting a refund?

Course(s) under request					**This section to be completed by instructor(s):**		
Course ID	Dept	Number	Section	Credits	Last date of attendance	Support	Signature
Ex 000243	*ENGL*	*191*	*01*	*4*			
_____	_____	_____	_____	_____	_____	___Yes ___No	_____
_____	_____	_____	_____	_____	_____	___Yes ___No	_____
_____	_____	_____	_____	_____	_____	___Yes ___No	_____

_____Or, withdraw completely from Black Hills State University

III. Extenuating Circumstances (petitions without documented extenuating circumstances will be denied)

☐ **Medical:** Documentation of the student's treatment from a medical or mental health professional, on letterhead, including the dates of treatment and a telephone number for verification, is required. Medical reasons include serious illness or injury, mental health treatment, hospitalization, or other care received by the student that prohibits successful completion of the term.

☐ **Call to Active Duty of Armed Forces:** Documentation in the form of the call up notice to active duty is required.

☐ **Other:** Attach a letter that describes the extenuating circumstances and attach appropriate supporting documentation. (For example, death or illness of a family member or other significant hardship, and documentation such as obituary, death certificate etc.)

Student Signature_____ Date_____
I certify that all information provide is true and correct

The Student will receive written notification of the decision. Approval of a late withdrawal does not necessarily result in a refund of tuition and/or fees.

*(**Note**: For international students with F-1 and J-1 status only, withdrawals from courses may affect visa status that allows you to stay in the United States. Accordingly, students considering withdrawal should consult International Studies immediately.)*

ADDITIONAL COMMENTS FOR YOUR RECOMMENDED ACTION SHOULD BE ATTACHED TO THIS PETITION.

IV. Academic Advisor Recommendation

I have discussed this with my advisee. _____I recommend approval _____I do not recommend approval

Advisors' Signature: _____ Date_____

VI. Registrar's Recommendation, Woodburn Hall Room 104

I have reviewed this petition for late drop or withdrawal and recommend the following action be taken:

_____Approve the request for late drop/withdrawal _____ Deny the request for late drop/withdrawal

_____Approve Refund _____ Deny Refund

Signature: _____ Date: _____

V. Financial Services Recommendation

All Federal and State policies and procedures pertaining to financial aid eligibility will be enforced.

Financial Aid, Kim Nida - Woodburn Hall Room 115

_____Recommend to approve petition/refund _____Recommend to deny petition/refund

Signature: _____ Date_____

Student Financial Services, Brandon Bentley - Woodburn Hall, Room 215

_____Recommend to approve petition/refund _____Recommend to deny petition/refund

Signature: _____ Date_____

VII. Provost Decision – Woodburn Hall Room 218

_____Approve the request for late drop/withdrawal _____Deny the request for late drop/withdrawal

_____Approve Refund _____Deny Refund

Signature: _____ Date: _____

VIII. Processed by Registrar's Office - Woodburn Hall Room 104

Signature: _____ Date: _____