



Petition for Registration Cancellation or Late Drop/Withdrawal

Undergraduate and graduate students who drop a course, or withdraw from the South Dakota Board of Regents system, receive a grade of "W" if that action occurs between the day after census day for that course (for standard term courses, the end of the add/drop period) and the day that corresponds with the completion of 70% of the class days for that course. (Source: BOR Policy 2:6.8.)

Students at The University of South Dakota may not drop a course or withdraw after the time specified above without permission from their academic dean. If approved, the student's withdrawal or drop is processed using the final drop/withdrawal date of the course(s), and the student is issued a grade of "W" for the course(s). (Source: BOR PCR 7.)

Procedures

- To petition for a late drop or withdrawal, the student will submit a *Petition for Registration Cancellation or Late Drop/Withdrawal* to the Registrar's Office, along with any necessary supporting documentation.
- Financial Aid will assess the impact of the student's request and provide any contextual information they might have to the student's academic dean.
- The student's academic dean will review the request and contact the student to schedule an interview, if necessary.
- If the academic dean recommends a late withdrawal or the removal of charges, or if the student has ordered an official transcript and this approval will cause a change in the transcript, or if approval is for a term other than the current term, then the Vice President for Academic Affairs will consider the petition, notify the student of his/her decision to approve or 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.

STEP 1

STUDENT INFORMATION *(filled out by student and submitted to the USD Registrar's Office)*

Student Name (please print)

ID Number

Address

Phone number

City, State, Zip

Email Address

Scholarship recipient: Yes No International Student: Yes No Student athlete: Yes No

Major: _____

I am petitioning for: Registration Cancellation (100% refund) before the 70% withdrawal deadline **OR**
 Registration Cancellation (100% refund) after the 70% withdrawal deadline **OR**
 Late Drop/Withdrawal for a "W" Grade(s) after the 70% withdrawal deadline.

If my Registration Cancellation request is denied, please consider me for a Late Drop/Withdrawal: Yes No

Step 1 Continued.

I am submitting this petition, and any **necessary supporting documentation**, for the course(s) listed below:

Subject	Course #	Section #	Title	Course taught at the Vermillion campus?
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

This request is for: _____
Term Year

Rationale required to justify refunded tuition.

Board of Regents policy 5:7 (<<https://www.sdbor.edu/policy/documents/5-7.pdf>>) defines when a student is eligible for a refund. The student may qualify based on circumstances in item 1.A. (University cancelled the student's registration); 1.B. (Student Initiated Withdrawal before the 100% add-drop date); or 1.C. (University initiated a withdrawal for non-payment or failure to make arrangements to pay); it is incumbent on the student to provide evidence of these circumstances. If these circumstances do not apply, the student may apply for an "extenuating circumstance" in item 5.G. and provide an argument for how one or more of the following factors create a financial hardship on you or do not enable you to persist:

1. the death of the student;
2. the student's disabling condition or severe illness;
3. the death, disability, or severe illness of an immediate family member causing severe financial hardship to the student; or,
4. other extenuating circumstances beyond the student's control.

Approval is requested due to the following extenuating circumstances (**supply supporting documentation if applicable**):

Student's Signature

Date

Please return completed form to the USD Office of the Registrar via email, fax or postal mail.

STEP 2**FINANCIAL AID IMPACT** (filled out by Financial Aid office)

This petition has implications for the student's financial aid: Yes No

Explain:

Student is aware of financial implications (if applicable): Yes No

Student confirmed petition for: Registration Cancellation Late Drop/Withdrawal

Date of conversation: _____

ENGAGEMENT IN COURSE (filled out by CDE Registration officer or Academic Affairs/Graduate School)

Was the student actively engaged in the course: Yes No

Other SDBOR recommendation (if applicable): _____

Date sent to Dean: _____

STEP 3**DEAN'S RECOMMENDATION** (to be filled out by the undergraduate student's academic dean or the graduate dean)

I have reviewed this petition and supporting documentation. I recommend the following action be taken:

- Approve the student's request for late drop/withdrawal as indicated in Step 1.
- Approve a registration cancellation and recommend removal of charges for the course(s) being dropped or cancelled.
- Deny the student's request for late drop/withdrawal.
- Deny the student's request for a registration cancellation.

Rationale: _____

Dean's Signature

Date

STEP 4**VICE PRESIDENT FOR ACADEMIC AFFAIRS DECISION** (to be filled out by the provost's office)

Final Decision: _____

Signature of the Vice President for Academic Affairs

Date

The student will be notified of the decision.

STEP 5**REGISTRAR'S OFFICE** (if approved)

This request has been processed following procedures/policies of the Office of the Registrar and Financial Aid.

Signature

Date