



ADMINISTRATIVE WITHDRAWAL PETITION

****This is not a tuition appeal****

Administrative Withdrawal requests are considered for the following situations:

- *Significant extenuating circumstances prevented you from withdrawing from the course by the deadline*
- A final grade has not yet been posted for the course
- **The semester in which you were enrolled in the course has not yet ended**

STUDENT: Please complete this petition, attach appropriate supporting documentation, and submit it to the Admissions Office on any campus or faxed to (970) 475-2361.

STUDENT INFORMATION:

Name: _____ Student ID: A00- _____
 Student Email: _____@aims.edu Primary Phone: _____

COURSE INFORMATION:

Term: ____ Fall ____ Spring ____ Summer 20__

I am requesting an Administrative Withdrawal from the following course(s):

CRN	Subject/Number	Course Title	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rationale for Administrative Withdrawal: Please describe the extenuating circumstances that prevented you from withdrawing (attach a separate sheet, if necessary). **Supporting documentation must be attached to this form.**

*By signing this petition, I certify that all of the information provided is true and accurate. I understand that a withdrawal may impact my financial aid award and financial aid standing. If this petition is approved, I understand that I will receive a "W" on my transcript for these courses and I **will not receive a refund.***

STUDENT SIGNATURE: _____ **DATE:** _____

Office Use Only (Revised 1/31/13)

Approved Denied Registrar's Signature: _____ Date: _____