



ADMINISTRATIVE WITHDRAWAL PETITION

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

Administrative Withdrawal petitions are considered when *significant, extenuating circumstances prevented you from completing the course(s) or withdrawing by the course deadline(s)*. **The deadline for submitting a Withdrawal Petition is 1 year from the last day of the semester for which you are appealing.**

STUDENT: Please attach appropriate supporting documentation and submit this petition to the Admissions and Registration Office on any campus, or fax it to (970) 475-2361, or email it to admissions@aims.edu.

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

COURSE INFORMATION:

Term: ____ Fall ____ Spring ____ Summer 20____

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

_____	_____	_____	_____
CRN	Subject and Number	Course Title	Credits
_____	_____	_____	_____
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_____	_____	_____	_____
CRN	Subject and Number	Course Title	Credits
_____	_____	_____	_____
CRN	Subject and Number	Course Title	Credits
_____	_____	_____	_____
CRN	Subject and Number	Course Title	Credits

Please describe the extenuating circumstances that prevented you from completing or withdrawing (attach separate sheet, if necessary). **Supporting documentation must be attached to this form.**

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

STUDENT SIGNATURE: _____ **DATE:** _____

Office Use Only (Revised 5/9/2017)

Approved Denied Registrar's Signature: _____ Date: _____