

## Retroactive Withdrawal From Courses

A retroactive withdrawal is one that is requested **after** the end of the semester in which the course or courses were taken. A retroactive withdrawal is typically a *complete withdrawal* for the semester being requested. In rare circumstances, withdrawal from particular courses in a semester is allowed. **It is required that a request for retroactive withdrawal is made no later than the end of the following semester.**

In order to be eligible for a retroactive withdrawal, a student must have experienced an extenuating circumstance which prohibited a traditional withdrawal (i.e., following the standard prior to 10<sup>th</sup> week withdrawal policy) during the semester in question. Such circumstances must be **1) unforeseeable and/or beyond the student**

**Students are NOT eligible for a retroactive withdrawal if any of the following conditions are true.**

- The student is applying primarily because of dissatisfaction with the course content, method of instruction, or final grade in the course.
- The student underestimated time commitments for the course or courses in question.
- The student was simply unaware of the processes and deadlines for withdrawal during the course of the semester.
- The student experienced an extenuating circumstance early in the semester and had the ability to withdraw from courses during that semester.
- The student voluntarily took on non-academic duties or activities during the semester which restricted available time for academic pursuits.
- The student changed majors and no longer needs the course or courses in question for degree completion (but see the GPA Adjustment Policy).

## Procedures

In order to initiate the process of requesting a retroactive withdrawal, the student will need to produce the following.

1. **Detailed Narrative:** The student must write a detailed letter explaining the extraordinary circumstances that qualify the student for a retroactive withdrawal. This should include a clear timeline showing why the student could not invoke the traditional withdrawal process during

the course of the semester. In extreme situations where the student may be seriously incapacitated (e.g., in the case of serious accident or illness), verbal or written communications from the student or parent/guardian addressed to Student Affairs may be used to launch this process in place of a first person narrative. **If a retroactive withdrawal is being requested only from certain courses in a semester, the narrative must address why the extenuating circumstance did not impact all courses.**

2. **Appropriate Documentation:** The student must supply objective, third-party documentation that corroborates the circumstances detailed in the student's narrative. Common forms of documentation include notes from a doctor's office (on official letterhead), travel receipts, communications from University officials, and obituaries. Letters from family members or friends may be useful to the student's case but, on their own, will not be considered objective documentation.
3. **Petition Form:** The student must complete the Petition for Retroactive Withdrawal Form.

**Lack of a sufficiently detailed narrative or lack of sufficient documentation will result in the petition being denied.**

Once these documents are prepared, the student must make an appointment with Student Affairs to discuss the particulars of the case. If they determine that the case merits review, Student Affairs will first contact individual instructors for the affected courses and ask for any comments on the potential withdrawal. Once all documents have been collected, Student Affairs will present the case to the Academic Standards Committee at their next monthly meeting or by email if circumstances warrant. After the committee has deliberated and rendered a decision, Student Affairs will notify the student. Should the petition be granted, the grades for the affected courses will be changed to W.

# Petition for Retroactive Withdrawal

Student Name: \_\_\_\_\_

WIN: \_\_\_\_\_ Semester Petitioned: \_\_\_\_\_

- Courses Petitioned:
- 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
  - 4) \_\_\_\_\_
  - 5) \_\_\_\_\_
  - 6) \_\_\_\_\_

- Documents Provided:
- 1) Narrative
  - 2) List of Supporting Documentation:
    - a) \_\_\_\_\_
    - b) \_\_\_\_\_
    - c) \_\_\_\_\_
    - d) \_\_\_\_\_
    - e) \_\_\_\_\_

**By my signature below, I certify that all information presented in this petition is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date Signed