

RETROACTIVE LATE WITHDRAWAL GUIDELINES

Guidelines and Criteria:

Retroactive late withdrawal requests are **NOT** intended for the relief of students under the following similar conditions:

- Did not pass their courses for reasons other than extenuating circumstances
- Forgot to withdraw from their courses during the term
- Were not aware of the deadlines
- Changes to a major which does not requires these courses
- Assumed extracurricular or employment activities which restricted the student's time for academic pursuit

This list is not comprehensive. Consult with your academic advisor before you submit your petition.

The student must submit a [Retroactive Late Withdrawal Request Form](#) approved by the student's academic advisor to the Office of Academic Affairs describing the circumstances which have led the student to request a retroactive late withdrawal. Request for a retroactive late withdrawal must be made within one year from the end of the term for which the appeal is being filed.

The petition will be reviewed by the Assistant Provost of Academic Affairs who will consult with appropriate personnel before rendering a decision regarding the approval/disapproval of the petition.

There are two types of retroactive late withdrawals:

1. **Administrative retroactive late withdrawal** (not health related): A student may request that course grades be retroactively removed and replaced by entries of a "W" on their transcript. Students will be required to provide a statement that demonstrates their inability to withdraw by the published deadline for withdrawal during the term.
2. **Medical retroactive late withdrawal:** A student may request that course grades be retroactively removed and replaced by entries of "W" on their transcript. A health-related retroactive late withdrawal may be granted only

when a student has experienced circumstances that they could not have reasonably been expected to complete the academic period satisfactorily or withdraw during the semester.

Applying for an Administrative Retroactive Late Withdrawal

1. The completed petition must include a personal statement with a sufficient description of the circumstance which prohibited the successful completion of the course(s) as well as the reason why the student was not able to withdraw from the course(s) during the published deadline for withdrawal during the term.
2. Any corroborating documentation the student can provide regarding the circumstance described should also be included. At minimum, a supporting statement from the student's advisor and/or instructor is expected.

RESULT

If an administrative retroactive late withdrawal is granted, the grades for the approved course(s) will be changed to a "W." No costs associated with university enrollment, including tuition and fees, will be refunded.

Applying for a Medical Retroactive Late Withdrawal

1. The completed petition must also include a personal statement with a sufficient description of the severity of the medical circumstance which prohibited the successful completion of the semester as well as the reason why the student was not able to withdraw from the course(s) during the published deadline for withdrawal during the term.
2. An [affidavit](#) by a licensed health care provider giving information as to the severity of the mental or physical illness, injury, or trauma and its effect on the student's academic performance, including the approximate dates in which the student was affected is also required.

RESULT

If a medical retroactive late withdrawal is granted the grades for the approved course(s) will be changed to a "W." No costs associated with university enrollment, including tuition and fees, will be refunded.