

Reference Number: S96-197

Senate Approval Date: Monday, January 01, 1996

RETROACTIVE WITHDRAWAL

Academic Policy #S96-197

At its meeting of February 6, 1996, the Academic Senate unanimously approved the following policy on **Retroactive Withdrawal**:

A student may petition for Retroactive Withdrawal from a course(s) or from the university (all courses taken during that semester), if circumstances of a serious and compelling nature prevented the completion of course work and extenuating circumstances prevented submission of a regular withdrawal petition by the deadline in the *Class Schedule*. A Petition for Retroactive Withdrawal should be completed during the first enrolled semester following the semester from which the student wishes to withdraw retroactively. In filing a Petition for Retroactive Withdrawal, withdrawal from the university is normally expected since 'extenuating circumstances' are not course-specific. The petition must be submitted directly to the Admissions and Records Office (if withdrawing from the university) or to the course instructor (if withdrawing from a course). A retroactive withdrawal cannot be used as a way to remedy poor academic performance in a course(s).

Approved course Petitions for Retroactive Withdrawal will be recorded as 'W.'

In the event that the instructor is not available, the department chair may approve the Petition for Retroactive Withdrawal and assign a grade of 'W.' Retroactive withdrawal from an entire semester will also be recorded as 'W.'

To withdraw retroactively from the university, the student must present supporting documents which demonstrate serious and compelling reasons (usually due to serious accident or illness) justifying the withdrawal and extenuating circumstances justifying its 'retro' nature. The student collects supporting documentation, obtains a copy of a current, unofficial transcript from the Admissions and Records Office, completes the Petition for Retroactive Withdrawal, and submits the entire package to the Admissions and Records Office for approval by the Board of Appeals and Review.

To withdraw retroactively from a course requires very special circumstances. Documentation of serious and compelling reasons used to justify the action should accompany the petition. Reasons why these circumstances affected the student's work in only one/some rather than all courses, must be clearly explained. For retroactive withdrawal from a course, the student collects supporting documentation, obtains a copy of a current, unofficial transcript from the Admissions and Records

Office, completes the Petition for Retroactive Withdrawal and submits the entire package to the course instructor. The petition must be signed by the course instructor, department chair, and college dean. If the student is petitioning to withdraw retroactively from more than one course but not from all courses, the student must file one petition for each course from which he/she wishes to withdraw retroactively.

****APPROVED BY PRESIDENT ROBERT CORRIGAN ON FEBRUARY 15,1996****
