

## PETITION FOR RETROACTIVE WITHDRAWAL/COURSE DROP

The College of ACES may consider petitions from students to withdraw from a semester (or drop individual courses in a term) after the conclusion of the final examination and/or submission of final grades. For consideration of this petition, a student must have experienced extraordinary extenuating circumstances beyond the student's control that prevented the student from initiating a withdrawal or course drop during the semester. *The College of ACES expects that the extenuating circumstances cited in the petition can be **documented and/or verified**.*

- **Due to federal privacy laws (FERPA), the information in and status of your petition cannot be discussed with anyone other than you as the student without a signed release form.**

### PROCEDURAL GUIDELINES

- 1) The student narrative and any and all substantiating documentation need to be turned in at the same time. The petition will not be reviewed until all portions are complete.
- 2) It is your responsibility to check on the implications such a withdrawal or course drops would have on immigration status, financial aid, lengthening of academic tenure eligibility for housing, participation in intercollegiate athletics, insurance coverage, student employment, or other activities.
- 3) **Petitions for retroactive course drop must cite how the documented extenuating circumstances affected the courses desired to be dropped, but not the other courses left intact for the term.**

### PETITION REQUIREMENTS

- 1) Student narrative:
  - Describe the circumstances that made you decide not to withdraw or drop the course within the deadline.
  - Discuss your reasons for this request, and outline the extenuating circumstances beyond your control that impacted your ability to perform to your academic capabilities. Include specific dates of these circumstances and how they correspond with key dates in the course(s) as much as possible.
- 2) Supporting documentation: Examples include
  - Documentation from a health care professional (physician, counselor, registered nurse) with relevant dates. If this documentation is on file with the Office of the Dean of Students, indicate as such in your narrative.
  - Documentation on letterhead from your employer with the dates of employment and hours worked during the relevant period.
  - Family emergency documentation via medical records, obituary, etc. Again, if said documentation is on file with the Office of the Dean of Students, indicate as such in narrative.

**STUDENT NARRATIVE**  
**(PLEASE TYPE OR PRINT LEGIBLY)**

PRINT NAME \_\_\_\_\_ UIN \_\_\_\_\_

MAJOR \_\_\_\_\_ EMAIL: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**REQUEST\*:**

**Retroactive Withdrawal**

**SEMESTER(S) I AM REQUESTING RETROACTIVE WITHDRAWAL:** \_\_\_\_\_

\_\_\_\_\_

**Retroactive Course Drop(s)**

**COURSE(S) I AM REQUESTING DROPPED (Please include semester courses were taken):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Please provide a narrative with the reasons this request is being made, and the reasons supporting its approval on a separate typed document to be included with submission of this form.**

**I have read this petition, complied with all of the instructions, and included all necessary documentation.**

\_\_\_\_\_/\_\_\_\_\_  
Student Signature Date Submitted

**TO BE COMPLETED BY ACES ACADEMIC PROGRAMS**

FINAL ACTION:

APPROVED, INSTRUCTIONS TO 128 STAFF:

Retroactive Withdrawal of: \_\_\_\_\_

Retroactive Drop of: \_\_\_\_\_

DENIED

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DEAN'S SIGNATURE

DATE