

Procedure for Retroactive Administrative Withdrawal from all Classes

*Office of Academic Affairs
approved by Dean's Council 6/4/13*

Students who believe that circumstances beyond their control make it necessary for them to withdraw from all classes after the deadline for automatic withdrawal may request a retroactive administrative withdrawal from the Vice Chancellor for Student Affairs (VCSA). The request should specify why an exception to the campus withdrawal policy should be made. In circumstances when a medical problem is the reason for the withdrawal, the request must be accompanied by a signed statement from the student's attending health care professional indicating that, in their opinion, a medical condition interfered with the student's ability to succeed academically. In other circumstances, appropriate documentation is also required. After the request has been submitted, the VCSA (or delegate) will invite the academic unit(s) to: verify the events in question, review all of the evidence, and determine whether to recommend a grade of W for the course(s). Before requesting a grade change by the Registrar, the VCSA must gain the approval of the Vice Chancellor of Academic Affairs (or delegate). The financial consequences of administrative withdrawals from courses are the same as those for standard withdrawals from courses. With this policy, no grades may be changed more than four (4) years from the last day of classes for the semester in question.