



## **Retroactive Withdrawal Request**

Students may at times experience extraordinary challenges during an academic semester. Within two years of having completed such a semester, a student may request a retroactive withdrawal from the Dean of Students. A retroactive withdrawal is granted only under exceptional circumstances, such as the death of an immediate family member or extraordinary medical problems. All requests must include clear and documented evidence of these circumstances. If the request is granted, the grades for ALL courses taken during the semester in quest will be changed to “W”. The granting of a retroactive withdrawal may have an impact on a student’s financial aid eligibility so students are encouraged to discuss the impact of a retro withdrawal with Financial Aid prior to submitting the request. Retroactive withdrawals will only be considered after final grades have been posted for a term.

Date of Request:

Student’s Name:

Current Address:

A#:

Phone Number:

College and Major:

Class Standing:

Semester and year for which you are requesting to be retroactively withdrawn (within the past 2 years):

By signing below, I certify that the information I have provided is correct and truthful. I additionally understand the impact a retroactive withdrawal may have on my timely completion of my degree and financial status.

Signature:

Please attach all supporting documentation for this request to this form and return it to the Dean of Students office, UC 114.