



Petition for Retroactive Withdrawal

Please refer to the retroactive withdrawal policy in the UMKC Catalog for further information regarding this process.

Students may be candidates for retroactive withdrawal if any of the following conditions are true:

- There was a documented administrative error that affected your enrollment in one or more courses.
- You have documentation of a serious illness that affected your ability to complete all of your coursework after the withdrawal date.
- You encountered documented extreme and unusual circumstances which (a) were beyond your control, (b) occurred after the withdrawal date, and (c) could not have been addressed during the term in which the course(s) was taken.

Students are not a candidate for retroactive withdrawal if any of the following conditions are true:

- You are applying because you are not satisfied with the grade you earned.
- You are applying because you neglected to formally withdraw from the course(s) in question.
- You were not aware of the withdrawal deadlines.
- You changed your major and are now working towards a major or degree which does not require this course.
- You assumed non-academic activities which restricted your time for academic pursuit.
- You were ill or you suffered stress as the result of an accident, death, family crisis, or other crisis early enough in the semester to have withdrawn during the semester.
- You have already received a UMKC degree for which the course(s) in question were applied towards degree requirements and/or your UM grade point average.
- If any of the above are found to be true of your case, your request for retroactive withdrawal will be denied.

Process for submitting a retroactive withdrawal petition:

1. Complete the petition for retroactive withdrawal form.
2. Attach supporting, official documentation which demonstrates serious and compelling reasons (usually due to serious accident or illness) justifying the withdrawal and the extenuating circumstances justifying its retroactive nature.
3. Submit the petition and documentation to the School or College where your major is housed.
4. All decisions will be made by each School or College's Retroactive Withdrawal or Petition for Exception Committee.
5. Individual instructor's feedback should be considered with all petitions.
6. Once a decision is made, the home School or College will send all documentation to the Registration & Records Office for processing and inclusion in your UMKC student record.
7. **Students who submit a retroactive withdrawal are not typically candidates for fee refunds.**

STEP 1: Student information

Name _____ Date submitted _____

Student ID number _____

Student level

- ____ Undergraduate
- ____ Graduate: iPhD Other _____
- ____ Professional (Dentistry, Law, Medicine, Pharmacy)

School or College (academic unit)

Students enrolled in the programs with asterisks (*) listed below should refer to the retroactive withdrawal policies and procedures for these schools as they may have more stringent requirements.

Undergraduate and Graduate

- ____ College of Arts & Sciences
- ____ School of Biological Sciences
- ____ Bloch School of Business and Public Administration
- ____ School of Computing and Engineering
- ____ Conservatory of Music & Dance
- ____ School of Education
- ____ School of Graduate Studies *
- ____ School of Nursing

Professional

- ____ School of Dentistry *
- ____ School of Law *
- ____ School of Medicine *
- ____ School of Pharmacy *

STEP 4: Required signatures

Student signature _____ Date _____

Meet with the appropriate offices listed below as applicable to your situation.

Are you an international student with an F1 or J1 visa? Yes No

If yes, then meet with the International Student Affairs Advising office.

International Student
Affairs advising signature _____ Date _____

Did you receive financial aid (loans or grants) or scholarships in the term in which you are requesting a retroactive withdrawal? Yes No

If yes, then meet with a coordinator in the Financial Aid & Scholarships Office.

Financial Aid & Scholarships
Office signature _____ Date _____

Were you a veteran receiving veterans' educational benefits in the term in which you are requesting a retroactive withdrawal? Yes No

If yes, then meet with the veterans' service coordinator in the Registration & Records Office.

Veterans' services
coordinator signature _____ Date _____

Were you a student athlete in the term in which you are requesting a retroactive withdrawal? Yes No

If yes, then meet with the Student-Athlete Services Office in the Athletics Department.

Student-Athlete
Services signature _____ Date _____

STEP 5: Academic unit review and submission

_____ Approved

_____ Denied

Academic unit
representative signature _____ Date _____

This form, student documentation and grade change forms will be submitted to the Registration & Records Office by the approving body in the academic unit.

APPEAL: If a student is denied a retroactive withdrawal, an appeal can be made per the policy in the UMKC Catalog. Please refer to www.umkc.edu/catalog/Policies_and_Procedures.html.

Registration & Records Office use only:

- Process grade change forms as appropriate.
- Scan grade change forms into K REC ACADEMIC drawer in ImageNow.
- Scan retroactive withdrawal petition and all documentation into the K REC SECURE drawer in ImageNow.

Processed by _____ Date _____