Petition for Late/Retroactive Withdrawal
OFFICE OF ACADEMIC AFFAIRS

Please refer to the Late/Retroactive withdrawal policy for further information regarding this process.

INSTRUCTIONS

Students are not a candidate for late/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 toward 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stress as the result of an accident, death, family crisis, or other crisis early enough in the semester to have withdrawn during the semester.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 GPA.

Students may be candidates for late/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.

Process for submitting a late/retroactive withdrawal petition:

1. Complete the petition for late/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 completed petition and documentation to your major advisor for official submission to the Academic Review Committee.

Additional Information:

- Individual instructor's feedback and UMKC Connect Communication will be considered with all petitions.
- All decisions made by the Academic Review Committee are final. Decisions will be communicated to the student and advisor via the email address provided on this form.
- Please note that students who submit a late/retroactive withdrawal are not typically candidates for fee refunds.

In some circumstances, appeals may contain information related to sexual harassment, sexual misconduct, and other forms of sex discrimination. According to the University of Missouri System Collected Rules and Regulations, any incident of sexual harassment of any kind, including sexual assault, domestic or intimate partner violence, stalking, and/or sexual exploitation, committed against any member of the campus community must be reported to the University Title IX Coordinator. Any information and documentation you provide may be submitted to their office to satisfy this mandatory reporting requirement.

Revised 08/13/2023

STEP 1: STUDENT INFORMATION

Student Name		**Date Submitted**	
Student ID Number		**Student Email**	
Student Phone#		**Student Alternative Email**	
Student Level	☐Undergraduate ☐Graduate ☐iPhD	☐Professional (Dentistry, Law, Medicine, Pharmacy)	
Primary Academic Unit			

STEP 2: TERM AND COURSE INFORMATION

Late/Retroactive Withdrawal Request Term			Semester: Year:	
ARC Action	**Class Number**	**Course Subject & Number**	**Course Title**	**Course Credits**

STEP 3: DOCUMENTATION OF EXTENUATING CIRCUMSTANCES

Which of the following criteria do you believe apply to your petition:

☐ There was a documented administrative error that affected my enrollment in one or more courses.

☐ I have documentation of a serious illness that affected my ability to complete all of your coursework after the withdrawal date. *Please attach documentation from your care provider with clear designation of timelines of illness or care provided.*

☐ I encountered documented extreme and unusual circumstances which a) were beyond my control, b) occurred after the withdrawal date, and c) could not have been addressed during the term in which the course(s) was taken.

Describe the serious and compelling reasons (usually due to serious accident or illness) justifying the withdrawal and the extenuating circumstances justifying the retroactive nature.

Attach appropriate documentation to support your statement.

STEP 4: REQUIRED SIGNATURES

Student Signature		**Date Signed**	

Meet with the appropriate offices listed below as applicable to your situation (marked as Yes below) and obtain appropriate signature:

Student is an International Student with a F1 or J1 Visa. ☐Yes   ☐No

International Student Affairs Advising Signature		Date Signed	

Student received financial aid (loans or grants) or scholarships in the term for which late/retroactive withdrawal is requested. ☐Yes   ☐No

Financial Aid & Scholarships Office Signature		Date Signed	

Student is a Veteran receiving Veterans' educational benefits in the term for which late/retroactive withdrawal is requested. ☐Yes   ☐No

Veterans Services Coordinator Signature		Date Signed	

Student was an athlete in the term for which late/retroactive withdrawal is requested. ☐Yes   ☐No

Student-Athlete Services Signature		Date Signed	

STEP 5: Academic Unit Advisor Review and Submission to Academic Review Committee via
umkcadvising@umkc.edu.

Academic Unit Advisor Signature		**Date Signed**	
Advisor Printed Name		**Advisor Email**	

For administrative use only:

☐Petition Denied

☐Petition Approved

☐Grade Change Forms Processed

Office of the Registrar		**Date Processed**	