

Please refer to the [Late/Retroactive withdrawal policy](#) for further information regarding this process.

INSTRUCTIONS

<p>Students may be candidates for late/retroactive withdrawal if any of the following conditions are true:</p> <ul style="list-style-type: none">• 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 experienced 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.
<p>Students are <u>not</u> a candidate for late/retroactive withdrawal when only the following conditions are true:</p> <ul style="list-style-type: none">• 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stress as the result of an accident, death, family crisis, or other crisis early enough in the semester to have withdrawn during the semester.• You have already received a UMKC degree for which the course(s) in question were applied towards degree requirements and/or your UM GPA.
<p>Process for submitting a late/retroactive withdrawal petition:</p> <ol style="list-style-type: none">1. Complete the petition for late/retroactive withdrawal form including a personal statement in Step 3 (or attach one as a separate document) and all required signatures in Step 4.2. 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.
<p>Additional Information:</p> <ul style="list-style-type: none">• 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.

STEP 1: STUDENT INFORMATION

Student Name		Date Submitted	
Student ID Number		Student Email	
Student Phone#		Student Alternative Email	
Student Level	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> iPhD <input type="checkbox"/> 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: PERSONAL STATEMENT AND 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 your coursework after the withdrawal date. *Please attach documentation from your care provider with clear designation of timelines of illness or care provided.*
- I experienced 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.

Personal Statement: Describe the serious and compelling reasons justifying the withdrawal and the extenuating circumstances including why you were unable to drop by the final withdrawal date. If you are not withdrawing from all courses from the term, explain why. Attach appropriate **documentation** to support your statement. All documentation will be confidential. Petitions submitted without documentation will likely be denied.

STEP 4: REQUIRED SIGNATURES

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

Student-Athlete Services Signature	Date Signed
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STEP 5: Students submit petition to MAP Academic Advisor for Review and Submission to Academic Review Committee (Submit via roadvising@umkc.edu if you are unsure of who is your MAP Academic Advisor.)

Academic Unit Advisor Signature	Date Signed
Advisor Printed Name	Advisor Email

For administrative use only:

- Advised student of incomplete petition (missing signatures, personal statement, and/or documentation)
Advisors submit completed Retroactive Withdrawal Petitions via academicpetitions@umkc.edu

Petition Denied

Petition Approved

Grade Change Forms Processed

Office of the Registrar	Date Processed
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