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 candidates 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stress as the result of an accident, death, family crisis, or other crisis early enough in the semester to have withdrawn during the semester.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 2: Term and course information

In which term and year are you requesting a retroactive withdrawal? Term ___________________ Year ___________________

From which course(s) are you requesting a retroactive withdrawal?

<table>
<thead>
<tr>
<th>Course subject and number</th>
<th>Course name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 3: Documentation of extenuating circumstances

Describe the serious and compelling reasons (usually due to serious accident or illness) justifying the withdrawal and the extenuating circumstances justifying its retroactive nature. Attach appropriate documentation to support your statement.

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
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 https://catalog.umkc.edu/undergraduate-academic-regulations-information/registration/retroactive-withdrawals/

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________________________