

Guidelines for Undergraduate Retroactive Withdrawal

KU School of Engineering

PLEASE NOTE:

This retroactive withdrawal process is for School of Engineering undergraduate students or students seeking retroactive withdrawal from an individual Engineering course. Graduate students in engineering should complete a FacEx Appeal.

If you are petitioning for retroactive withdrawal from courses in which you are currently enrolled, you will need to continue attending these courses and earning the best possible grades because there is no guarantee that your petition will be approved.

You cannot petition to retroactively withdraw from an individual course unless:

- your enrollment in the course was due to a documented administrative error
- a serious issue exists specifically related to that course.

You are NOT a candidate for retroactive withdrawal if any of the following are true:

- You are applying because you are not satisfied with the grade you earned.
- You are applying because you forgot to withdraw from the course during the term or you failed to get the requisite signatures to withdraw from the course by the published deadline.
- You were not aware of the withdrawal deadlines.
- You changed your mind and are now working toward a major or degree that does not require this course/these courses.
- 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stress as the result of an accident, death, family crisis, or other crisis early enough in the semester to have withdrawn by the published deadline.
- If any of the above are found to be true of your case, your request for retroactive withdrawal will be denied by the School of Engineering.

You ARE a candidate for retroactive withdrawal if one or more of the following is true:

- You are the victim of a documented administrative error that affected your enrollment in one or more courses.
- You enrolled in KU coursework but did not attend any of your classes because you were enrolled full time at another academic institution (proof of enrollment elsewhere required).
- You have documentation of a serious illness that affected your ability to complete all of your coursework after the published withdrawal deadline.
- 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.
- You received absolutely no feedback on your performance in the course before the end of the second drop period.
- You are the victim of a clear case of discrimination or academic misconduct on the part of the instructor.

If your case meets the above criteria, then you may begin the process of applying for retroactive withdrawal by completing the steps listed on the School of Engineering Retroactive Withdrawal Petition Form.

School of Engineering Retroactive Withdrawal Petition

KU School of Engineering Dean's Office
Eaton Hall, room 1
1520 West 15th Street, Lawrence, KS 66045

NAME: _____ KUID: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP CODE: _____ PHONE: (____) _____

E-MAIL ADDRESS (required): _____

Do you wish your identity to be withheld from the Retroactive Withdrawal Review Committee?

_____ YES _____ NO

Are you an international student?

_____ YES _____ NO

*F-1 international students must obtain permission from ISS BEFORE any retroactive withdrawal, to maintain legal status.

In order to better serve you please review the following scenarios. If your situation meets one or more of the following scenarios please initial that scenario and review further instructions.

_____ You feel an approved retroactive withdrawal decision will return you to good academic standing in the School of Engineering or change your dismissal the School of Engineering and/or the university. A decision on your petition may not be made in time for the upcoming semester.

Probation Students - This means that you may start the semester on probation and be required to meet your probation requirements. All academic standing is reviewed after the end of the fall and spring semesters.

Academically Dismissed Students – If your petition is approved after classes start you maynot be allowed to attend KU until the next term. You will need to apply for readmission through the Office of Admissions & Scholarships by the published deadline date. You can review application instructions at www.admissions.ku.edu .

_____ You are waiting for a decision that will determine whether you will attend KU for an upcoming semester. Students who have not been in attendance at KU for either a spring or fall semester will need to apply for readmission through the Office of Admissions & Scholarships. All applications for readmission must meet the published readmission deadline. We cannot guarantee that your retroactive withdrawal will be decided before classes start for the upcoming semester. You can review application instructions at www.admissions.ku.edu.

_____ INITIAL HERE TO CONFIRM YOU HAVE READ THIS PAGE

STEP 1: ASSEMBLE YOUR DOCUMENTATION

Check the reason(s) for which you are applying for retroactive withdrawal. When you submit your petition you must provide the required documentation. Petitions submitted without documentation will be denied.

_____ **Withdrawal because of administrative error** requires documentation such as printed records, written correspondence, or a written statement from the instructor to verify that either the student never appeared in the class (thus supporting a claim of error in the initial enrollment records) or that the student stopped attending the class after a specific date (thus supporting a claim of having dropped the class prior to the end of the term).

_____ **Withdrawal based on non-attendance at KU** requires written confirmation that you attended full-time at another institution than KU and written confirmation from KU instructors that you never attended any of your classes at KU.

_____ **Withdrawal based on serious illness** (either of the student or of a family member) requires professional documentation about date of onset and offset, severity of the illness, and written assurance that the student's academic performance was affected by the illness.

_____ **Withdrawal based on a death** requires documentation of the date of death in the form of an obituary or program from the funeral service and information showing the relationship between the student and the deceased.

_____ **Withdrawal based on extreme and unusual circumstances which were beyond the student's control** requires documentation of these circumstances by someone other than, or in addition to, the student. This documentation should describe the circumstances, relevant dates, and how the events affected the student's academic performance. Documentation stating how this was beyond the student's control is also required if not inherent in the previous documentation.

_____ **Withdrawal based on lack of evaluation** requires documentation from the instructor verifying that no graded assignments, no papers, and no tests had been returned by the last drop date. Lack of evaluation is not justified if the student failed to attend class.

STEP 2: WRITE THE PETITION

Your written petition must address the following points. For clarity, please reproduce these points as headings in your written petition.

- Which of the five eligible reasons for petitioning for a retroactive withdrawal (see list on page two) does your case meet?
- Describe your case paying particular attention to dates and other details provided in your documentation.
- Did the extenuating circumstances affect all of your courses?
- Why did you not withdraw during the semester?
- If you are not requesting withdrawal from all of your courses for the semester, why did the extenuating circumstances affect the courses you are requesting relief from but not others? (*The School of Engineering does not approve individual courses unless it was due to administrative error or a serious issue that specifically relates to that course.*)
- Did you discuss your problems with the instructors of the classes you are petitioning? If so, what was their response? If not, why not?
- Did you discuss your problems with anyone at KU other than your instructors (advisor, counselor) during the semester? Describe the interaction.

_____ INITIAL HERE TO CONFIRM YOU HAVE READ THIS PAGE

INDICATE THE SEMESTER(S) AND COURSES YOU ARE REQUESTING (Please fill in all fields)

Semester	Course	Title	Instructor(s) and/or GTA(s)
(example) Fall 2012	MATH 121	Calculus I	Joe Smith

STEP 3: SUBMIT THE PETITION AND DOCUMENTATION

Submit this form and your petition together with **all** relevant documentation to:

Engineering Dean's Office
 RE: Retroactive Withdrawal Petition
 Eaton Hall, room 1
 1520 West 15th Street
 Lawrence, KS 66045

Please review the next page and sign this document before you submit it to the Engineering Dean's Office.

STEP 4: SCHOOL OF ENGINEERING WILL OBTAIN DOCUMENTATION FROM THE INSTRUCTOR(S)

The School of Engineering Dean's Office will ask your instructors the following questions:

- What is the last date that you can document that the student attended your class?
- Approximately what percentage of the assignments did the student complete?
- Did the student discuss with you any issues that were preventing him/her from doing well in your course?
- Should the student have been aware of their level of progress before the last day to withdrawal?
- Would you support a Retroactive Withdrawal for this student?
- Do you have anything else you would like to include?

You may ask your instructor for a letter of support but are not required to do so.

NOTICE OF PROCEDURAL PRACTICES

The Retroactive Withdrawal Review Committee is made up of three faculty members from the School of Engineering, each from a different department. Each member of the committee will receive copies of your complete petition and supporting documentation. The average time period for a decision on a retroactive withdrawal petition is one to two months but can take longer. During the breaks and summer session the committee may not meet frequently which can extend the decision timeframe. Petitions that are for terms two or more years old can also extend the decision timeframe.

STUDENT SIGNATURE: _____ DATE: _____

_____ INITIAL HERE TO CONFIRM YOU HAVE READ THIS PAGE