



Retroactive Withdrawal Request Form

Student Name: _____

Student ID: _____

Please indicate, in the spaces below, the course number(s) and session(s) you would like reviewed for a Retroactive Withdrawal:

Course Number	Session	Course Number	Session
<i>Example: ITM501</i>	<i>Example: Spring/2013</i>	<i>Example: ENG101</i>	<i>Example: May/2011</i>

By submitting this form, you acknowledge that you have read and understand the policy and requirements set forth on this form.

For your convenience, the Retroactive Withdrawal Policy has been reproduced on the second page of this form.

Retroactive Withdrawal Procedure:

- The student must submit the Retroactive Withdrawal form **and** supporting documentation to the Office of the Registrar.
- The Office of the Registrar will review the request and supporting documentation within five business days upon receipt.
- Upon review and determination that the documentation is sufficient, the request will be forwarded to the Committee on Academic Standards (CAS) for a decision.
- The CAS will forward its decision to the Office of the Registrar within five business days.
- The Office of the Registrar will notify the student of the committee’s decision and will assign a grade of “W” retroactively to the student’s record, if approved.

Please submit the following items to the Registrar’s Office at CAS@trident.edu for processing and review:

1. Your completed Retroactive Withdrawal Form
2. A personal statement detailing the circumstances that significantly impaired your ability to complete coursework and/or withdraw from a course (or courses) in an official/timely manner, *and*
3. Any supporting documentation as outlined in the Retroactive Withdrawal Policy (see next page)

Please note:

- 1. All CAS decisions are final. Requests for further review will not be granted.**
- 2. Retroactive Withdrawals DO NOT result in reversal of tuition or fees**
- 3. Retroactive Withdrawals may impact eligibility or reimbursements under Tuition Assistance, federal financial aid, VA benefits or other tuition assistance programs.**



Retroactive Withdrawal

The grade of Withdrawal (W) may be assigned retroactively to students who request to withdraw from a course or courses after the end of the session. Students are eligible for a retroactive withdrawal if they have experienced circumstances that have significantly impaired their ability to complete coursework and withdraw from the course (or courses) in an official/timely manner. Specific documentation is required in order for a retroactive withdrawal request to be considered. The supporting documentation **must**:

- Clearly describe the student's circumstances preventing a timely request
- Confirm that the circumstances were beyond the student's control
- Provide evidence that the student was unable to anticipate or predict the circumstances leading to the request
- Include official verification from a source other than the student or relative of the student. This documentation must include the phone number or email address of the verifying source.

Examples of acceptable supporting documents include (but are not limited to):

- Physician's written verification of student incapacitation lasting longer than 30 days, and verification that said incapacitation occurred within the session for which student is requesting the retroactive withdrawal (medical records and diagnosis information are not to be submitted)
- Legal documents, such as a death certificate or evidence of jury service
- Official communications from an employer, such as a termination letter or job offer letter, which clearly shows that student's place of employment has been a source of disruption (such to include, for example, severe financial hardship, job relocation)

If a student is requesting a withdrawal from some but not all courses, the documentation must clearly indicate the reason for such a request and why the reason for the request impacts some but not all of the courses for the given term.

It is highly recommended that students requesting a retroactive withdrawal consult with the Financial Aid Office to ensure that their aid will not be impacted by the withdrawal.

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