

CLA&S RETROACTIVE WITHDRAWAL PETITION

KU COLLEGE OF LIBERAL ARTS AND SCIENCES
STUDENT ACADEMIC SERVICES, 109 STRONG HALL
1450 JAYHAWK BLVD., LAWRENCE, KS 66045-7535

NAME: _____ KUID: _____

ADDRESS: _____

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

E-MAIL ADDRESS (this is required): _____

In order to better serve you please review the following scenarios listed below. If your situation meets one or more of the following scenarios please check the box and review further instructions.

- You have received notification from a collection agency about tuition money owed to KU.**
This petition is necessary in order to have your fee petition reviewed by the University Registrar's Office. If you have not filled out a Fee Petition then you need to contact (785) 864-4422 or on the web at www.registrar.ku.edu
- You plan on asking for a tuition refund/waiver but have not been sent to a collection agency at this time.** This petition is necessary in order to have your fee petition reviewed by the University Registrar's Office. If you have not filled out a Fee Petition then you need to contact (785) 864-4422 or on the web at www.registrar.ku.edu
- You feel an approved retroactive withdrawal decision will return you to good academic standing in the College or change your dismissal from the College of Liberal Arts and Sciences.** 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. Academic standing is reviewed after the currently enrolled semester is completed.*
***Academically Dismissed Students** – If your petition is approved after classes start you will not 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 .*
Please review our website for further information. www.collegesas.ku.edu
- You are waiting for a decision that will decide whether you will attend KU for an upcoming semester.**
Students that 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 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.

PLEASE NOTE:

If you are petitioning for retroactive withdrawal from courses in which you are currently enrolled, you 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 a single course unless a) your enrollment in the course was due to a documented administrative error or b) there exists a serious issue specifically related to that course.

Retroactive withdrawal is available to College of Liberal Arts and Science (CLA&S) students or other students petitioning for withdrawal from a single CLA&S 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 instructor's signature by the published withdrawal deadline.
- You were not aware of the withdrawal deadlines.
- You changed your mind 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.

If any of the above are found to be true of your case, your request for retroactive withdrawal will be denied by CLA&S Student Academic Services and will not be reviewed by the Academic Standards Subcommittee of CUSA.

YOU ARE A CANDIDATE FOR RETROACTIVE WITHDRAWAL IF AT LEAST ONE OF THE FOLLOWING ARE 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.
- 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.
- You received absolutely no feedback on your performance in the course before the last day to withdrawal from the course.

Clear administrative error and non-attendance at KU will be handled by CLA&S Student Academic Services and will not have to be reviewed by the Academic Standards Subcommittee of CUSA.

If your case meets the above criteria, then you may begin the process of applying for retroactive withdrawal.

STEP 1: ASSEMBLING YOUR DOCUMENTATION

Please place your initials next to the reason(s) 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 cannot be because the student failed to attend the class.

STEP 2: WRITING 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 committee 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.

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

The committee rarely approves multiple semester requests. If multiple semesters are requested then the committee focuses on the first semester or the semester where the extenuating circumstances started.

	Semester	Department	Course #	Title	Instructor
	<i>Spring 2006</i>	<i>MATH</i>	<i>101</i>	<i>College Algebra</i>	<i>Jane Smith</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

STEP 3: SUBMIT THE PETITION AND DOCUMENTATION

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

CLA&S Student Academic Services
 RE: Retroactive Withdrawal Petition
 109 Strong Hall
 1450 Jayhawk Blvd.
 Lawrence, KS 66045-7535

Please review the next page and sign this document before you submit it to CLA&S Student Academic Services

STEP 4: CLA&S SAS WILL OBTAIN DOCUMENTATION FROM THE INSTRUCTOR(S)

CLA&S Student Academic Services 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?
- If the petition is approved would you assign a WP or WF for the Course?

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

APPEAL PROCEDURES

A student may appeal the denial of their petition only if they provide new documentation. Appeals may be forwarded to the full CUSA committee.

NOTICE OF PROCEDURAL PRACTICES

This notice describes how the information in your petition will be used and disclosed.

Each member of the CUSA Academic Standards Subcommittee will receive written copies of your petition or appeal documentation. If you want your identity withheld from the Subcommittee members, please request this in writing.

The average time period for a decision on a retroactive withdrawal petition is two to three 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.

THIS FORM IS **INCOMPLETE** UNTIL ALL FOUR PAGES ARE INITIALED AND YOU HAVE SIGNED BELOW INDICATING YOU WOULD LIKE THE COLLEGE OF LIBERAL ARTS AND SCIENCES TO PROCEED WITH YOUR PETITION.

STUDENT SIGNATURE: _____ DATE: _____