Retroactive Withdrawal/Resignation Appeal Form

Print Your Name
Classification

Current Mailing Address
Telephone Number/Cell Number

City, State, Zip Code
E-mail address (Decision will be sent to this e-mail)

Students who have the ability to document/justify extenuating circumstances that prevented them from withdrawing from a course(s) or resigning from the University by published deadline may use this form to appeal for a retroactive withdrawal. Extraordinary cases DO NOT include dissatisfaction with a grade, instructor, content of the course, belated decision to change a major, or lack of knowledge about withdrawal/resignation policies.

Return the completed form and documentation to the University Registrar’s Office, Student Services Center, Suite 308, Northwestern State University, Natchitoches, LA 71497. You may also fax the form and documentation to (318) 357-5823.

PLEASE NOTE: APPEAL APPLICATIONS WILL NOT BE ACCEPTED AFTER 3 CALENDAR YEARS FROM THE END OF THE SEMESTER BEING APPEALED.

Check the item that applies to you, and specify the semester and the year.

______ Resignation (withdrawal with grades of “W” in all classes in a semester)
Specify reason:
_____ Never Attended
_____ Stopped Attending (Specify last date of attendance: ______________)
_____ Medical
_____ Death of an Immediate Family Member
_____ National Defense
_____ Natural Disaster
_____ Other

______ Withdrawal from course(s) (withdrawal with grades of “W” from one or more classes)
_____ Administrative
_____ National Defense

Note: Documentation is required for each item checked.

EXCEPTIONS RELATING TO REGISTRATION, CREDITS, OR GRADUATION FOR _______________ BASED ON THE FOLLOWING REASONS:

Semester/Year
REGISTRATION__________ CREDITS__________ GRADUATION__________ OTHER__________

(Attach a brief note if needed)

Signature of Appellant
Student ID
Date

********************************************************************** For Office Use Only**********************************************************************

Meeting Date:  Decision:  Approved □  Denied □  Tabled □  Request For: Withdrawal □  Resignation □  Other □
Date E-mailed:  Decision Based On:
STATUTE OF LIMITATIONS: Appeals must be submitted within three (3) calendar years from the end of the semester being appealed. Absolutely no appeals will be considered after 3 calendar years!

READ ALL INFORMATION BEFORE SUBMITTING YOUR APPEAL

• This appeal process is for documented extenuating circumstances, such as death in immediate family, medical illness, accident or trauma, job relocation, or administrative error.
• Appeals must be submitted within three (3) calendar years from the end of the semester being appealed.
• Absolutely no appeals will be considered after three years!
• If the student took the final exam, the appeal may or may not be approved.

Allowable Reasons for Appeal:

Never Attended: Based on documented proof that the student never attended class(es) and extenuating circumstances existed that prevented withdrawal or resignation.

Stopped Attending: Based on documented proof that the student stopped attending class(es) and extenuating circumstances existed that prevented withdrawal or resignation.

Medical: Documented proof that the illness/injury caused the student to miss a significant number of days making it difficult to withdraw/resign by the published deadline or to appeal to his/her dean for a withdrawal. Documentation must be on official stationery from the attending physician stating that the illness or injury rendered the student unable to withdraw/resign by the published deadline. A hospital bill may also be submitted.

Death of an Immediate Family Member: The death caused undue hardship and rendered the student incapable of withdrawing/resigning by the published deadline. Documentation may include an obituary, accident report, death certificate, or a letter on official stationery from the attending physician.

Other: any other reason must be supported by documented proof. Other reasons do not include dissatisfaction with a grade, instructor, content of the course, belated decision to change a major, or lack of knowledge about withdrawal/resignation policies.

Once the complete appeal packet has been received by the Office of the Registrar, the registrar will verify attendance information that is on file. Once all documentation has been received by the Registrar’s Office, the Registrar’s Office will consult with other administrative offices (financial aid, veteran’s affairs, business affairs, etc.) as needed, and prepare all documents for review by the committee.

At the committee meeting, the members will discuss the appeal and vote to approve, deny, or table the appeal. If tabled, more information will be requested, and the appeal will be presented to the committee at a later date. The Registrar’s Office prepares minutes of approved action for each appeal, and submits to the Provost and Vice President for Academic and Student Affairs for final approval. After the Provost and Vice President for Academic and Student Affairs signs and dates the minutes and returns to the Registrar’s Office, the approved action for each appeal is processed by the Registrar’s Office. The student will be notified in writing of the decision of the committee within ten business days of the decision.