

**University of Kentucky – University Senate
Retroactive Withdrawal Application**

Part 1 – To be completed by the student

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▶ Please read the instructions on the next page before completing this application.

(Copy this page if you are requesting a retroactive withdrawal from more than one semester.)

Information about you (Please print legibly)

Name:	Student Number (not SSN):	
Local Address:		
City:	State:	Zip:
Area code and telephone number:		
Email address:		

Information about your withdrawal application

Semester and year from which you wish to withdraw:
College and major during that semester:
Current college and major (if different):
Under University Senate Rules, you have the right to appear before the Retroactive Withdrawal Appeals Committee in person. Do you wish to do so? <i>(Please check only one.)</i> Please initial beside your choice <input type="checkbox"/> Yes, I wish to appear in person. Please contact me regarding the time, date and location of the hearing. <input type="checkbox"/> No, I do not wish to appear in person.

List below the required information about courses from which you seek to withdraw.

Course Prefix & Number (e.g. ENG-101)	Course Title	Instructor (first & last name)	(Check one box for each course.) Instructor Feedback Form is:	
			Attached	Waived by Dean* – Instructor Unavailable
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

*Dean can waive only if a reasonable attempt to reach the instructor has been made, and but the instructor remains unavailable or is unwilling to complete the Instructor Feedback Form (IFF) form.

Please see additional items and instructions on the next page.

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Part 1 – To be completed by the student (continued)

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You **must** attach the following items to this application:

1. A completed Instructor Feedback Form for **each course** from which you seek to withdraw, unless a reasonable attempt at contact has been made yet the instructor is unavailable or unresponsive. In such cases only, the dean of the college to which you will submit this application can waive the requirement.
2. A detailed personal statement which explains:
 - a. **your serious illness, serious personal or family problem, serious financial difficulty, or a permanent disability verified by the Disability Resource Center and diagnosed after the semester in question; and**
 - b. **why you were unable to withdraw during the semester in question.**
3. Documentation supporting the rationale in 2(a) above. In the case of medical reason(s), a letter¹ from a medical professional is required. Total paperwork for this item should may not exceed 15 pages.

I verify by my signature below that the required above information: has been submitted; is complete; and is correct to the best of my knowledge, and I hereby request a retroactive withdrawal from the Semester(s) course(s) indicated.

Signature:

Date:

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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Instructions for the Student – Please Read Carefully

How to apply. This application is to be completed and submitted to the academic dean of the college in which you were enrolled during the semester from which you wish to withdraw. You should consult with that dean for further guidance before you submit the application. If you wish to make multiple semester requests to withdraw, you must complete a separate application for each semester from which you wish to withdraw.

When to apply. Your completed application – including all the required attachments – must be received in the dean's office within two years from the last day of classes of the semester from which withdrawal is requested AND prior to graduation².

List of courses and course information. Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. If you choose to apply to withdraw from some but not all classes for a semester and your application is denied, that denial does not preclude you from reapplying to withdraw from all the classes in that semester, so long as the new application is submitted to your dean within the required time period. You may not apply to withdraw from a course in which you received a grade of XE or XF.

Instructor Feedback Forms. You must submit a completed Instructor Feedback Form from each instructor listed on Page 1. The dean who will review your application can may waive this requirement, ~~but only if~~ after a reasonable attempt has been made to reach the instructor and ~~but~~ the instructor is unavailable or is unwilling to complete the IFF.

After the application is completed by you, you must submit it to the academic dean of the college in which you were enrolled during the semester from which you wish to withdraw. The dean or dean's designee will determine whether or not to support your application and will, in either event, forward the completed application to the University Senate's Retroactive Withdrawal Appeals Committee (SRWAC). The dean's actions will normally occur within 30 days of receipt of your completed Part 1 of this Application.

Proceedings before the SRWAC. If you wish to appear before the SRWAC in person, you must indicate so on Part I of the form. You have the right to appear before the SRWAC to present your case as well as to answer any questions SRWAC members might have³. The SRWAC's decision will normally be made within 30 days of receipt of

¹ In cases of injury and physical/mental illness, you must include a *diagnosis* by a medical professional.

² Please note that a student's status in a course cannot be changed after graduation. It is therefore incumbent upon the student to: file an application well before graduation; or, remove their application for graduation until after the SRWAC has rendered a decision.

³ You may be represented before the SRWAC by an attorney or other designated individual, per *Senate Rule 5.1.8.5.B.3*.

the completed application from the academic dean. Your current dean will notify you in writing of the SRWAC's decision. If your application is granted, the withdrawal will be processed by the Registrar.

T. D. [unclear]

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Instructions for the dean – Please read carefully

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Acknowledgement of receipt. Receipt of the completed Part 1 of this application must be promptly acknowledged.

Time for completion. Within 30 days of receipt of Part 1 of the application and all supporting documentation, the dean shall decide whether or not to support the student's application. The presence of a hold on a student's record shall have no effect on the submission, receipt, transmission, or review of an application.

Instructor Feedback Forms. The student completing this application is required to supply a completed Instructor Feedback Form for each instructor of record in each course from which the student seeks to withdraw **unless** you waive this requirement. You may waive this requirement ONLY when a reasonable attempt to reach the instructor has been made, but the instructor is unavailable or unwilling to fill out the IFF. An explicit mention of each waiver and a brief description of the "reasonable attempt" should be included in your letter to the SRWAC, which accompanies this completed application.

Assembly of the completed application. When this Part 2 is completed, the materials should be assembled in the following order:

1. Part 1 of this application;
2. Letter from student requesting retroactive withdrawal;
3. Part 2 of this application;
4. Dean's letter;
5. Unofficial transcript;
6. Instructor Feedback Forms; and
7. Any additional supporting documentation provided by the student.

Where to send the completed application. Send the completed package to:

University Senate Council
Attn: SRWAC
203E Main Building
Campus, -0032

What happens next? The SRWAC will review the application and render its decision, usually within 30 days of receipt of a completed application from the dean's office. The dean/dean's designee will be notified of the decision and, in turn, the dean/dean's designee is responsible for notifying the student and, if applicable, instructors.

Part 2 – To be completed by the dean of the college in which the student was enrolled during the semester in question

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▶ Please read the instructions on the next page before completing this application

Acknowledgement of Receipt of Application

Date of receipt of application in Dean's office:	
Employee or individual receiving application with email address:±	
Signature:	Printed name:±

Information on Individual Completing this Part 2

Name of Dean or Dean's designee reviewing this application (please print):	
Title (if other than Dean):	
Office Address:	Speed Sort:
Email:	Telephone:

Student's Name:

Please indicate which of ~~by check mark that~~ of the following procedures have been completed:

<input type="checkbox"/> I consulted with the student and informed the student of the required procedures for the college's review of the student's application.
<input type="checkbox"/> I have reviewed the application, including all necessary supporting materials.
<input type="checkbox"/> I have included an unofficial copy of the student's transcript with this application.
<input type="checkbox"/> I have prepared a detailed letter to the University Senate Retroactive Withdrawal Appeals Committee (SRWAC) outlining: (1) the reasonable attempts at contact for missing Instructor Feedback Forms (if applicable); and (2) my recommendation to support or not support the student's request, and my rationale therefore.

Summary of conclusion and signature

Based on the information submitted to me, and for the reasons indicated in the attached letter to the SRWAC:	
<input type="checkbox"/> I support the student's application for retroactive withdrawal. <input type="checkbox"/> I do not support the student's application for retroactive withdrawal.	
Signature of Dean or Dean's designee:	Date:

University Senate - Retroactive Withdrawal Application

INSTRUCTOR FEEDBACK FORM

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Student: You must provide a copy of this form to the instructor of record for <u>each</u> course from which you are applying to withdraw, unless this requirement is waived in advance by the dean of the college which will review your application. PLEASE FILL OUT THE SHADED BOXES.	
Student Name:	Student number (not SSN):
Course for which feedback is solicited:	
Prefix and number:	Semester and Year:
<u>Name of dean & college reviewing case:</u>	<u>Dean's Office Address:</u>

Instructor: This student is applying for a retroactive withdrawal from the course designated above, for which you were the instructor of record. Please assist this student by promptly completing this form and *returning it to the Dean's Office listed above.*

THE REMAINDER OF THIS FORM IS TO BE COMPLETED BY THE INSTRUCTOR OF RECORD:

1. Attendance

I took attendance in this course (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes," please evaluate the student's attendance:	
<input type="checkbox"/> Regular	Until what date:
<input type="checkbox"/> Sporadic	Beginning on what date:
<input type="checkbox"/> Rare	Beginning on what date:

2. Performance

Type of Assignment	Number Given	Number Completed by Student	Student's Average Grade on Assignments
In-class Assignment			
Quiz			
Laboratory			
Writing Assignment			
Exam			
Other (describe):			
Student's overall grade at midterm:		Student's final grade:	

3. Student Contact

Did you have contact with this student outside of class during the semester? <input type="checkbox"/> No <input type="checkbox"/> Yes If "yes," how frequently? ▶
Were you aware of this student's situation before receiving this form? <input type="checkbox"/> No <input type="checkbox"/> Yes

4. Additional Information. Check here if you have additional comments or information, and attach a separate page with those comments or information.

5. Certification and signature. I verify by my signature below that the above information is complete and correct to the best of my knowledge.

Printed Name & Email Address:	Signature:	Date:
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