

School of Journalism Retroactive Withdrawal Petition

Journalism Advising & Records
117 Stauffer-Flint Hall
1435 Jayhawk Blvd. Lawrence, KS 66045

Name: _____ KUID Number: _____

Address: _____

City: _____ St: _____ Zip: _____ Phone (____) _____

E-mail address: _____

Please note: *If you are petitioning for a 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 may not petition to retroactively withdraw from a single course unless:
 - Your enrollment in the course was due to a documented administrative error
 - There exists a serious issue specifically related to that course

I. Please indicate which of the following reasons explain why you are petitioning for a retroactive withdrawal.

- There is a documented administrative error that affected my enrollment in one or more courses.
- I have documentation of a serious illness that affected my ability to complete all of my coursework after the withdrawal date.
- I encountered documented extreme and unusual circumstances that
 - a) Were beyond my control
 - b) Occurred after the withdrawal date AND
 - c) Could not have been addressed during the term in which the course(s) was taken.
- I received absolutely no feedback on my performance in the course prior to the last day to withdraw from the course.

II. Writing your petition

Your written petition must describe your case paying particular attention to dates and other details provided in your documentation. Explain if the extenuating circumstances affected all of your courses and why or why not. Why did you not withdraw during the semester? Did you discuss your problems with the instructor(s) of the course(s) you are petitioning? If so, what were their responses? If not, why not? Did you discuss your situation with anyone else at KU

(advisors, counselors, etc.)? Describe that interaction. Be sure to include supporting documentation with your petition.

Guidelines for documentation

- For an administrative error, documentation may include printed records, written correspondence or written correspondence from an instructor indicating a specific date the student stopped attending class (thus supporting a claim of having dropped the class prior to the end of the term).
- For serious illness for you or a family member, include professional documentation about the date of onset and offset, severity of the illness, and written assurance that your academic performance was affected by the illness.
- For a death, documentation of the date of death in the form of an obituary or program from the funeral service and information showing the relationship between you and the deceased.
- For other extreme and unusual circumstances beyond your control, include documentation of these circumstances by someone other than, or in addition to, you. This should describe the circumstances, relevant dates, and how the events affected your academic performance. If not inherent in previous documentation, include documentation showing how this was beyond your control.
- For lack of evaluation in the course, provide documentation from your instructor verifying that no graded assignments, no papers, and no tests had been returned by the last day to withdraw from the course. Lack of evaluation cannot be due to your failure to attend class.

III. Indicate the semester and course(s) you are requesting.

Semester	Department	Course #	Title	Instructor

IV. Notice of procedural practices

The instructor(s) of the course(s) you are petitioning will receive copies of your petition and supporting documentation for review. The instructor(s) will be asked to provide or consider the following information:

- What is the last date 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 impeding his/her success in your course?
- Should the student have been aware of his/her level of progress before the last day to withdraw?
- Would you support a retroactive withdrawal for this student?

In the event that the instructor(s) are not available, an appointed faculty committee will consider the appeal. A faculty committee will use the information provided by you and the instructors to make a final decision on the retroactive withdrawal petition.

If you would like your identity withheld from the committee members, please request this in writing. You will be contacted after the committee has decided on your petition. This process will take several weeks and may take months depending on the time of year.

Your signature below indicates that you have read this document.

Student signature _____ Date _____

Journalism advising staff signature _____ Date _____

Action: Approved _____ **Denied** _____

Dean signature (or his/her designee) _____

Title _____

Date _____