

Retro-active withdrawals

Periodically, the Graduate Division receives requests from students to “retro-active withdraw” classes. In these instances, students, after the published date for withdrawal and sometime after the end of the class, wish to have the course removed from their record...sometimes requesting to be reimbursed the expense of the tuition. Is it anticipated that with new USRR policies regarding incompletes and WG's needing to be resolved before the student can take comprehensive exams and graduate, requests for retroactive withdrawal will increase. The grounds/bases for such withdrawals have not been established for the SoE, but following the lead of the CLAS, the following language regarding retroactive withdrawals (written for the student) has been adopted and will serve as basis for determining student eligibility for retroactive withdrawal:

(TO THE STUDENT)

You are a candidate for retroactive withdrawal if at least one of the following is true:

- ***You have documentation of an 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 that you were ill or that you suffered stress as the result of an accident, death, family crisis, or other crisis 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 have documentation of your attempts to meet or converse with the course instructor regarding coursework and course expectations on multiple occasions, but the course instructor did not respond or meet with you.***
- ***You were not given clear instructions about what you were expected to accomplish in the course at the beginning of the semester after being permitted to enroll in the course.***
- ***Clear administrative error and non-attendance at KU will be handled by the School of Education Graduate Division and will not have to be reviewed by the Graduate Studies Committee.***

You are not a candidate for retroactive withdrawal if any of the following is 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.***
- ***You are applying because the course was outside your major field, or is not a requirement for your graduate degree, and you do not want to complete the work for that course.***

(effective date: June, 2011)