Title: Retroactive Withdrawal Appeal Policy
Category: Academic Affairs
Responsible Cabinet Member: VP for Student Success/Provost

Purpose
The University recognizes that exceptional circumstances beyond a student's control may arise that prevent completion of academic responsibilities during a given semester. The Retroactive Withdrawal Appeal process provides a formal mechanism for students to request withdrawal from course(s) in a completed term when such circumstances are documented and verified.

Scope
This policy applies to all undergraduate, graduate and professional students at the University who seek retroactive withdrawal from one or more academic terms after the conclusion of a semester in which final grades have been assigned. The policy outlines eligibility criteria, required documentation, submission procedures and the review process for such appeals.

It ensures that all students are provided with equitable consideration when extraordinary or unforeseen circumstances have significantly affected their ability to complete coursework or withdraw during the semester in question. Appeals are considered by the Office for Student Success, in coordination with the Office of the Provost.

Eligibility
To be eligible for a retroactive withdrawal, a student must demonstrate satisfactory evidence that they have incurred at least one of the following that impacted the semester from which they are requesting to withdraw:

- A serious injury or illness;
- Serious personal or family problems;
- Serious financial difficulties; or
- Permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Appeals are only eligible for those semesters which have already ended and final grades have been assigned. Appeals are only eligible if they are received within four (4) years from the last day of classes of the semester from which withdrawal is requested AND prior to graduation. Four (4) years is defined as four (4) consecutive periods of 365 days (or 366 if leap year) from the last day of classes for the semester for which the withdrawal is requested. In extenuating and rare situations, the committee will review cases beyond the four (4)-year window with significant documentation and rationale for the delayed appeal.

Process
Submission Process

- Students should consult with their designated college contact about their Retroactive Withdrawal Appeal. College contacts can be found here: https://registrar.uky.edu/withdrawal/retroactive-withdrawals
- Students will compile their application including a personal statement and required supporting documentation to support their withdrawal appeal.
- Students will submit their complete appeal, including all supporting documentation to https://cm.maxient.com/reportingform.php?UnivofKentucky=&layout_id=16.

*Incomplete submissions will not be reviewed by the committee.

Review Process

- A committee composed of faculty and staff will meet monthly to review student appeals.

- Decisions will be made within one (1) month of the review.
- Decisions may include:
    - Appeal approved with tuition reimbursement.
    - Appeal approved with requirement to go through tuition appeal process.
    - Appeal denied.
    - Decision Pending
        - Insufficient documentation and requests for more information.
        - Provide an option for a full withdrawal based on circumstances.
        - Student referral to the Academic Ombud.
- The decision will be communicated directly to the student, with copy to the Registrar and the College Contact(s).
- The Registrar will process retroactive withdrawals. The committee's decision is final; there are no further appeals.