

STUDENT GUIDE: LATE OR RETRO WITHDRAWAL REQUESTS

Increase your chances of late or retro withdrawal approval with these instructions.

Please review the [Registrar's Office website](#) for full policy and details.

Overview

- This request is required only if you missed the official withdrawal date for the semester, which can be found on the [Academic Calendar](#). Otherwise, use the [Withdraw from Current Term form](#) on the Registrar's website or drop individual courses in Self Service.
- This process is for **full term withdrawals only**.
- The request can be for a current term when the withdrawal deadline has passed, or for a previous term.
- If approved, W grades will be applied to all courses within the approved term.
- If submitting health documentation, the [health documentation guide](#) must be followed as shown. Otherwise, the request will not move forward to the committee.
- Your documentation must relate to the withdrawal term of request.

What reasons are valid for Late/Retro Withdrawal?

- Health reason that resulted in inability to complete academic responsibilities
- Military service that resulted in inability to complete academic responsibilities
- Death of an immediate family member
- Request to care for a seriously ill child or other immediate family member
- Flood and/or fire of a residence
- Homelessness
- Other serious unforeseen, uncontrollable and unavoidable events that resulted in inability to complete academic responsibilities

What examples are not valid? Poor academic performance, keeping career drops, missed deadlines, change of major or probationary standing, jury duty, legal situations as defendant, and job or work life is overwhelming

What documentation is valid?

- Health: Meets the criteria outlined in the [Health Documentation Guide](#) as shown
 - Provider letter must be on official letterhead with all other requirements met
- Military: Documentation such as Title 10 Active Military Orders with length of time away, Title 32 Training Orders , or official VA letter validating orders
- Hardship: Documentation could include:
 - Recommendation on official letterhead from a professional organization such as a social service provider
 - Letter from an adviser or counselor on campus
 - Death certificate or an obituary

What examples will not suffice? Photo without other supporting materials or documentation that does not match the timeframe of the withdrawal request

What are tips for preparing your Late Withdrawal Request Form?

- Include all issues that contributed to your academic performance during the requested withdrawal term
- Provide all relevant details to support the issues
- Proof your work

What documentation is required for returning to App State?

- Documentation for return required for late withdrawal approvals
- Committee requires a [Return Form](#) with documentation showing readiness to return
- For health related late withdrawals, completed [Health Documentation Return Form](#) required
- Review original approval letter in advance to find the deadline to submit the form

Forms for Individual Course Withdrawals

Review these extenuating course withdrawal methods for individual courses if a full term withdrawal will not be to your benefit.

Request for Course Withdrawal Policy Exception - For individual course(s)

The [Course Withdrawal Policy Exception form](#) is for serious extenuating circumstances that **are not medical in nature**. This form is used after the official drop date has occurred for the semester, and may be used for retro course withdrawals (Not withdrawing from the entire term). The extenuating circumstances that are considered for this exception include military deployment, jury/court, death or illness of immediate family member, and or administrative error.

Medical Class Load Reduction - For individual course(s)

The process is for course withdraw for medical reasons after the official withdraw date for the term has passed (NOT withdrawing from entire term). Please see the [Health Services website](#) for more details about the medical class load reduction for both late and retro reductions.

About the Committee for Late/Retro Withdrawal

The committee meets once a month and meeting dates are published on the [Registrar's website](#). The committee is comprised of faculty and staff who review each request individually.

Questions? Please reach out to the Registrar's Office at **828-262-2050** or **registrar@appstate.edu**



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