**Retroactive Withdrawals**

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for Retroactive Withdrawal from the University. The request must be submitted to the Registrar within sixty (60) days of the last day of classes for the semester for which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University). The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the college dean(s) have an objection to the retroactive withdrawal, they must contact the Registrar's Office up to 30 business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of **W.** If the instructor(s) are no longer employed with the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions below)

**Notes and Exceptions**

1. In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of W are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester (fall, spring).  A grade of I (Incomplete) which has not been removed within the period prescribed automatically becomes an F.
2. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.
3. The policy does not apply to clinical courses taken in the Anderson College of Nursing. Students who are failing clinical in the Anderson College of Nursing and Health Professions at the time they withdraw from the class will receive an F for that class.
4. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from the course while the case is pending.
5. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. After the withdrawal deadline per the Academic Calendar, a faculty member’s attendance policy as stated in the course syllabus may supersede the student's withdrawal request.
6. Students who are called to active military service during an academic term may choose one of the following options:
	1. The student may request a retroactive drop of their courses to the beginning of the semester with a full refund of tuition and fees.
	2. If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, with the final grade assignment to be determined by the faculty member.
	3. A student may be assigned grade(s) of I (Incomplete) and will be subject to the University's Incomplete grade policy.

**Retroactive Medical Withdrawal**

In special and unusual circumstances beyond the student’s control, a student may, with documented evidence, petition for a Retroactive Medical Withdrawal from the University. The student should complete the Student Request for Retroactive Medical Withdrawal form and submit it, along with accompanying documentation by fax (256-765-4235) or, time permitting, by mail (University Case Manager, 1 Harrison Plaza, UNA Box 5023, Florence AL 35632) to the University Case Manager. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons from the Office of Disability Support Services, University Health Services and University Case Manager. The committee will be appointed by the Assistant Vice President for Student Affairs. The committee may support, deny or request further documentation upon review. If further documentation is requested by the committee, the student will have three (3) business days from the date of the notification via university email to provide requested documentation. The student will be notified by university email of the committee’s decision.

If the documentation supports a Retroactive Medical Withdrawal, the office of the Registrar will be notified by the University Case Manager. The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the dean(s) have an objection to the retroactive medical withdrawal, they must contact the Registrar’s Office up to thirty (30) business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of **W**. If the instructor(s) are no longer employed by the University, the department chair where each course is housed submits the recommendation.

Since the deadline for the Registrar’s Office to receive a supported RetroactiveWithdrawal is **sixty (60) days of the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University).** The student must submit the request and documentation to the University Case Manager within **45 days of the end of the semester of request**, thus allowing 15 days for committee review and submit to the Registrar’s office.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions as outlined in the Retroactive Withdrawal Policy.)