



Retroactive Withdrawal

Requests to withdraw from courses for the previous quarter (retroactive withdrawal) will be considered only for: accident or illness (physical or mental), serious personal or family problems, or military transfer. Employment-related reasons are not acceptable. Students must withdraw from all classes for the term.

Use the Waiver of University Regulations to request a retroactive withdrawal. Documentation is required. In addition, extenuating circumstances must be shown to have prevented withdrawal in a more timely fashion. Withdrawn courses will be noted with a "W" on the official transcript. Lack of awareness of the withdrawal procedures is not an extenuating circumstance.

Instructions:

1. Fill in your name, coyote ID, and contact information at the top of the form.
2. Check letter (e), Retroactive Withdrawal, and note the quarter and year.
3. List the course numbers and get each instructor's signature.
4. Complete the Student Statement, sign, and attach your documentation.
5. Obtain the Graduate Program Coordinator's signature. The waiver will then be forwarded to the Dean of Graduate Studies for review. You will be notified of the Dean's decision via email and an electronic copy of the waiver will be attached for your records.