

# WEST VIRGINIA STATE UNIVERSITY

## PETITION FOR RETROACTIVE WITHDRAWAL

---

### Process for completing a Retroactive Withdrawal Petition:

1. Complete the Petition for Retroactive Withdrawal form.
2. Attach supporting and official documentation which demonstrates serious and compelling reasons related to the catastrophic circumstances (usually due to a serious accident or illness) justifying the request for a retroactive withdrawal.
3. Request must be accompanied by a copy of the student's unofficial academic transcripts from the Registration & Records Office and submitted when obtaining all required signatures. If applicable, a doctor's excuse or proof of military deployment must also be submitted with the retroactive request.
4. All signatures are required and must be obtained prior to any actions towards the withdrawal. Submit the petition and documentation to withdraw from a course or courses with a grade of "W" after the end of the "withdrawal" period and within the semester in question to the Dean of the College where the student's major is housed.
5. The request must be submitted to the Vice President for Business and Finance at which time the final signature is obtained to assure that there are no financial repercussions to the University. The request is invalid if the VP for Business and Finance has not signed the form.
6. Once all necessary signatures are obtained and a decision is made, the request will be returned to the College Dean which will send all documentation to the Registration & Records Office for processing if approved. You will receive notification of the final decision within 10 days of submission from the office of Academic Affairs.
7. Assure that each step below has been completed and all documents are attached as indicated above.

***Please note, receiving a "W" does not alleviate any monies due to the University, nor will classes be removed from the student records. If applicable, the student must pay a specified amount (indicated by the VP for Business and Finance) towards the account balance prior to registering for classes and a payment arrangement is to be made promptly in order to satisfy the balance owed to the University. If there is a balance on the student's account, an official transcript will not be released to the student until the balance is paid in full.***



# WEST VIRGINIA STATE UNIVERSITY

## PETITION FOR RETROACTIVE WITHDRAWAL

**Step 1: Student Information**

**Please fill out the information below:**

**Name:** \_\_\_\_\_ **A#** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

By signing below, I certify that all information and documentation related to this request is factual, accurate, and complete. I fully understand that if any information provided is falsified or omitted (this includes attached documents, excuse(s) provided, etc.), the request for retroactive withdrawal will be invalid and may prohibit any future request of this nature. Whether approved or denied, I understand that this is a one-time only application for the Retroactive Withdrawal Petition and this request cannot be revisited for future approval. *I acknowledge and understand that the approval of this request does not release me from any financial obligation owed to the University.*

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Step 2: Summary of Catastrophic Circumstances**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# WEST VIRGINIA STATE UNIVERSITY

## PETITION FOR RETROACTIVE WITHDRAWAL

### Step 3: Term and Course Information

List which semester, year, college program and major you are requesting to withdraw.

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

College of \_\_\_\_\_ Major: \_\_\_\_\_

Current College and Major (if different): \_\_\_\_\_

Instructor must indicate the withdrawal action requested by placing a "W" in the box and initials.

CRN#	Course Prefix and Number (e.g. ENG 101)	Course Title	Credit	Withdraw to Reflect "W"	Instructor's Initials

### Step 4: Financial Review

Answer the questions below as it applies to the term in which you are requesting a retroactive withdrawal. Meet with the appropriate representative of each office and obtain signatures.

Did you receive financial aid, loans, grants, or scholarships? Yes  No

The Director of Financial Aid & Scholarships (FSA) must fill out the information below.

Date: \_\_\_\_\_ Withdrawal: Approve  Deny  Last Date of Attendance: \_\_\_\_\_

Comments: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Do you have an outstanding balance with the University? Yes  No

The Cashier's Office must fill out the information below & provide a copy of any debt owed.

Date: \_\_\_\_\_ Withdrawal: Approve  Deny  Acct. Balance: \$ \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

*\*If applicable, the student must pay a specified amount (indicated by the VP for Business and Finance) towards the account balance and a payment arrangement is to be made promptly in order to satisfy the balance owed to the University. If there is a balance on the student's account, an official transcript will not be released until it is paid in full.*

# WEST VIRGINIA STATE UNIVERSITY

## PETITION FOR RETROACTIVE WITHDRAWAL

### Step 5: Representative Signatures Required

Answer the questions below as it applies to the term in which you are requesting a retroactive withdrawal. Meet with the appropriate representative of each office and obtain signatures.

<b>Were you a veteran receiving veteran's educational benefits?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, then meet with the Veterans Service Coordinator, have them fill out the information below.</i>		
Date: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Comments: _____		
Print: _____ Sign: _____		

<b>Are you an international student with an F1 or J1 visa?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, meet with International Student Affairs (ISA) Office, have them fill out the information below.</i>		
Date: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Comments: _____		
Print: _____ Sign: _____		

<b>Were you a student athlete?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, then meet with the Student Athlete Services (SAS), have them fill out the information below.</i>		
Date: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Comments: _____		
Print: _____ Sign: _____		
<i>*Athletic scholarship monies will be affected by a retroactive withdrawal. Please contact the Cashier's Office for further details.</i>		

# WEST VIRGINIA STATE UNIVERSITY

## PETITION FOR RETROACTIVE WITHDRAWAL

### Step 6: Instructor Justification and Required Signatures

*Obtain signatures of each instructor that may be involved in the decision process related to the retroactive withdrawal request. Please make sure to attach academic transcripts and all supporting documentation, then have the information below filled out by the instructor(s).*

Course: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Last Date of Attendance: _____
Comments: _____			
_____			
Date: _____	Print: _____	Sign: _____	

Course: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Last Date of Attendance: _____
Comments: _____			
_____			
Date: _____	Print: _____	Sign: _____	

Course: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Last Date of Attendance: _____
Comments: _____			
_____			
Date: _____	Print: _____	Sign: _____	

Course: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Last Date of Attendance: _____
Comments: _____			
_____			
Date: _____	Print: _____	Sign: _____	

Course: _____	Withdrawal: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Last Date of Attendance: _____
Comments: _____			
_____			
Date: _____	Print: _____	Sign: _____	

# WEST VIRGINIA STATE UNIVERSITY

## PETITION FOR RETROACTIVE WITHDRAWAL

### Step 7: Departmental Chair Justification and Required Signatures

Obtain signatures of each Departmental Chair that may be involved in the decision process related to the retroactive withdrawal request. Please make sure to attach academic transcripts and all supporting documentation, then have the information below filled out by the Departmental Chair(s).

Course: _____	Withdrawal:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Comments: _____ _____			
Date: _____	Print: _____	Sign: _____	

Course: _____	Withdrawal:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Comments: _____ _____			
Date: _____	Print: _____	Sign: _____	

Course: _____	Withdrawal:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Comments: _____ _____			
Date: _____	Print: _____	Sign: _____	

Course: _____	Withdrawal:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____
Comments: _____ _____				
Print: _____	Sign: _____			

Course: _____	Withdrawal:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____
Comments: _____ _____				
Print: _____	Sign: _____			



# WEST VIRGINIA STATE UNIVERSITY

## PETITION FOR RETROACTIVE WITHDRAWAL

### Step 8: Submit for approval to the Academic Affairs Office

If request is denied in step 7, the application is recorded as such and voided. Please note, any information obtained prior to the approval of step 8, will be included in the decision-making process.

<b>Meet with the Associate Provost or Provost and have them fill out the information listed below.</b>	
Date: _____	Withdrawal: Approve <input type="checkbox"/> Deny <input type="checkbox"/>
Comments or Concerns: _____ _____ _____ _____	
Print: _____	Sign: _____

### Step 9: Submit for approval to the Office of Business and Finance

Please note, any information obtained prior to the approval of step 8, will be included in the decision-making process.

<b>Meet with the VP of Business and Finance, and have them fill out the information listed below.</b>	
Date: _____	Withdrawal: Approve <input type="checkbox"/> Deny <input type="checkbox"/>
Student is to receive a "W" for the following:	
<input type="checkbox"/> <u>ALL</u> Classes for the semester/year listed below.	
<input type="checkbox"/> Select classes listed on page 2 for the semester/year listed below.	
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: 20 _____
Please note, receiving a "W" does not alleviate any monies due to the University. If applicable, the student must pay \$ _____ towards the account balance prior to registering for classes and a payment arrangement is to be made promptly in order to satisfy the balance owed to the University.	
Comments or Concerns: _____ _____ _____ _____	
Print: _____	Sign: _____