

# PETITION FOR RETROACTIVE DROP/WITHDRAWAL POLICY

<b>Approved By:</b> Northeastern State University Executive Cabinet  <b>Responsible Official:</b> Registrar's Office (918) 444-2208 <a href="mailto:registrar@nsuok.edu">registrar@nsuok.edu</a>	<b>History:</b> Updated-December 19, 2023  <b>Related Policies:</b> Withdrawal Policy Medical Withdrawal Policy  <b>Additional References:</b> <b>Forms:</b> Request for Enrollment Correction
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## Purpose

The Petition for Retroactive Drop/Withdrawal policy articulates the process through which students may request retroactive drops/withdrawals when they encounter situations where emergency hardships, medical crises, or other extraordinary circumstances impact their ability to complete courses in which they are enrolled. A retroactive drop/withdrawal can mitigate negative impacts on a student's academic record in situations beyond the student's control.

## Disclosure Statement

In addition to modifying a student's academic record, retroactive drop/withdrawals can also impact financial aid and veteran's benefits. The Retroactive Drop/Withdrawal review committee includes members from the Registrar's Office, Student Financial Services, Bursar's Office, Student Affairs, advisors, faculty representatives, and student representatives. Because of the sensitive nature of the information disclosed in the requests and discussions, those requesting retroactive drop/withdrawals may request that student members not review the materials.

## REQUEST FOR RETROACTIVE DROP/WITHDRAWAL Process

Through discussions with the Registrar's Office or Student Affairs in the case of medical emergencies, students may complete a request for a retroactive drop/withdrawal at any time during the year, within the guidelines provided in the instructions and form. The committee convenes monthly to consider requests and the Registrar's Office notifies students of the decisions. Decisions impacting financial aid, veteran's benefits, and the student's bill are conveyed to the appropriate office.

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The following criteria are required for consideration of a retroactive drop/withdrawal.

Students must

1. Submit request within one (1) year of the last day of the semester for which the retroactive drop/withdrawal is requested.
2. Document hardship or extraordinary circumstance that prevented the student from dropping/ withdrawing by the appropriate deadline(s). Documentation must be included with the request.
3. Provide additional information or documentation if requested by the Retroactive Drop/Withdrawal Committee.

The following **ARE NOT** considered hardships nor extraordinary circumstances. Requests citing these reasons will result in automatic denial:

- Lack of knowledge or misunderstanding of the [Withdrawal Policy](#)
- Denial of financial aid
- Non-attendance or poor progress in class(es)
- Forgetting to drop or withdraw from classes
- Forgetting that one enrolled in classes
- As a result of a student conduct outcome

Students receiving federal, state, or institutional financial aid, including loans or other scholarships, should contact the Office of Student Financial Services (918.444.3456, [financialaid@nsuok.edu](mailto:financialaid@nsuok.edu)) before submitting a request to find out how a refund of tuition and fees may affect their total financial aid. Students receiving educational benefits from the Veteran's Administration should contact the Veterans Services office (918.444.2204, [veterans@nsuok.edu](mailto:veterans@nsuok.edu)). A refund of tuition and fees may result in partial or full revocation of any financial assistance received and may leave a student's account in repayment status.

The decision of the committee is final. Requests may be

- Approved with grade(s) changed to a W
- Approved with class(es) removed from the transcript and a refund of tuition and fees for the class(es)
- Denied

The attached instructions and form outline provide information for students.