
APPEAL FOR RETROACTIVE WITHDRAWAL

Dates & Deadlines:

Students are responsible for complying with NDSU's [Dates and Deadlines](#). The formal retroactive withdrawal appeal request must be submitted prior to three years after the term of the last date of attendance at NDSU.

Refunds for Tuition and Fees

NDSU follows the North Dakota University System's policies and procedures for refunding dropped classes or withdrawal from a term. For further information, see the NDSU [One Stop](#) website.

Appeal

Students seeking to withdraw after final grades have been posted to the academic record may appeal for a retroactive withdrawal. Appeals MUST include appropriately dated documentation that corresponds to the term(s) as evidence of a circumstance beyond the student's control which prevented the student from withdrawing on or before the published deadline. Selective course drops ARE NOT allowed; rather students should refer to the [Repeated Courses](#) policy as their option. Examples of why an appeal may not be considered or denied include:

- Failure to follow proper withdrawal procedures as outlined on the NDSU [One Stop](#) website.
- Lack of knowledge of applicable dates and deadlines.
- Changes in work schedule of employment.
- Failure to verify class schedule changes.
- Failure to review student account statements for accuracy and/or to report any noted discrepancies
- Non-attendance of classes
- Personal errors in judgment regarding the availability of finances to pay associated charges.
- Personal errors in judgment regarding class work load and academic ability.
- Personal errors in judgment regarding time management.
- Personal errors in judgment regarding the availability of transportation to and from classes.
- Personal errors in judgment regarding the student's ability to attend class and complete coursework while managing a pre-existing physical or mental health condition.
- Dissatisfaction with course content or method of instruction.
- Inadequate investigation of course requirements prior to registration/attendance.
- Non-qualification, late application or loss of eligibility for financial aid or scholarships.
- Non-receipt of information/notices sent to students e-mail.
- Student errors resulting in the delay of administrative processing relative to registration or the delivery of financial aid funds.
- Not benefiting from course credits in regards to degree requirements or changes in major.
- Failure to verify enrollment that may include additional tuition charges.
- Lack of documentation to support the appeal request or documentation that does not reflect dates associated with the term(s) being appealed.
- Students who have already withdrawn from the semester by following the published NDSU withdrawal processes (i.e. 'W' grades already appear on record for the semester in question) may not be granted a no-record drop without a compelling circumstance and documentation supporting that circumstance.

Medical Appeals

- Appeal requests for medical or health conditions must be supported by adequate documentation that proves the condition was debilitating (i.e. hospitalization and/or catastrophic event) and of a duration that would render completion of the class, even with instructor accommodations, unmanageable.
 - The diagnosis must have occurred within the same semester in question and the timing of this diagnosis subsequently prevented the student from withdrawing in a timely manner.
- Appropriate documentation may include a written statement from a healthcare professional or representative of the service provider.
 - Providing documentation does not guarantee appeal request will be approved.
- Appeals for medical conditions are not automatically granted.
- Students are not eligible to appeal for a second retroactive withdrawal after a previous retroactive withdrawal has been granted based on the same medical condition.

Submission Instructions:

- Complete all relevant sections of this form. Attach documentation as instructed.
- Every attempt is made for a timely decision so that a student may plan accordingly. However, there are instances during times of peak activity (beginning/end of term) and observed University closures when it may take longer for decisions to be finalized.
- **NOTE: This form is for appealing academic policy. If you are appealing tuition and fees, review information [online](#) or contact Customer Account Services.**
- Submit required appeal documents to: Office of Registration and Records, Ceres 110, NDSU Dept. 2801, P.O. Box 6050, Fargo, ND 58108-6050; Fax 701-231-8959; Email nds.registration.records@nds.edu
- IMPORTANT: This appeal form and all supporting material must be submitted together. Appeal items submitted separately may delay the appeal process or create a situation where the appeal may be denied.

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STUDENT NAME: _____ STUDENT ID # _____

Current Email Address: _____

Provide the semester(s) you are including in your request: _____

PART ONE: ACKNOWLEDGMENTS

Before beginning the appeal, you need to acknowledge that you have read the following academic statements. Being unaware of these academic statements does not absolve the administration of policies and procedures by NDSU.

Initial the following statements:

- _____ NDSU applies academic policies and procedures to all students in a fair and consistent manner. Exceptions to policies and procedures may only be considered when the student presents documented extenuating circumstances. Policies and procedures are available for review in the online Undergraduate Bulletin.
- _____ Academic dates and deadlines are published each semester on the NDSU website. Per registration policy, students are ultimately responsible for all course registration activity and they are expected to monitor their schedule of classes, and drop courses by the published deadline that they do not intend to complete.
- _____ NDSU class attendance policy (Section 333) states that attendance in classes is expected. Students are to inform instructors of absences that impact progress. Non-attendance does not absolve students from course responsibilities and does not remove students from course(s).
- _____ Students are not able to drop to zero credits using the Campus Connection student registration system. Campus Connection produces an error message if an attempt is made to drop to zero credits. Once registered for classes, students who wish to drop to zero credits must do so by the published semester deadline using the Cancellation of Registration / Withdrawing to Zero Credits form. Blackboard (the online learning management system for classes) is not used for the purpose of registration and cannot be relied upon for accurate registration information.

PART TWO – EXPLANATION

Provide a detailed explanation of an extenuating circumstance or situation that was beyond your control which prevented you from either dropping classes by the published deadline or being successful in classes during the semester(s) to be considered for retroactive withdrawal. You must address all items in A & B.

- A. Explain the circumstances/situation by including specific dates and/or a timeline of events from the semester(s) to be considered. This statement should be a minimum of 1-2 pages in length and must include the following:
1. When did you first become aware of the circumstance/situation which prevented you from dropping or being successful?
 2. What actions did you take during the semester to try and resolve the matter?
 3. Did you may anyone aware of this circumstance/situation here at NDSU? If not, why?
 4. Did you contact your instructors during the semester to make them aware of the circumstance/situation? If so, were you unable to make appropriate arrangements to complete the course?
 5. Do you plan to repeat courses taken during the semester(s) in question? If no, why not?
- B. In addition to the explanation of the circumstances or situation, also describe your academic behavior during this time. Respond to how you approached the following critical factors that contributed to and influenced your academic progress in the classes you were enrolled in during the semester(s) you are requesting to be withdrawn. This information should be a minimum of 1-2 pages in length.
1. Attendance in class.
 2. Preparation for course examinations.
 3. Submission of classroom assignments (on time, late, incomplete).
 4. Study habits outside the classroom (i.e. it is recommended that a student study two hours outside of the classroom for every hour in class).
 5. On campus services you utilized (ex. ACE tutoring, Counseling Center, Student Health Services, etc).
 6. Communication with instructors (when and how often?).
 7. Address how you balanced other obligations outside the classroom during this time:
 - > Did you have a job / work study during the semester(s)? If so, how many hours per week did you work and describe how you balanced work/school.
 - > Were you involved in student organizations/clubs during the semester(s)? If so, describe your level of involvement and how many hours per week you spent on activities associated with these organizations/clubs.
 - > Did you have other community involvement? If so, describe these experiences and time commitment.

PART THREE – DOCUMENTATION

This appeal requires documentation. You must provide the following:

1. Documentation appropriately dated to the semester(s) of your retroactive withdrawal request. The documentation should support a circumstance or situation which was beyond your control and prevented you from dropping or withdrawing by the published dates for the semester(s).
2. Unofficial transcript: provide an unofficial copy of your NDSU academic record (transcript).
3. Is your reason for requesting a retroactive withdrawal due to a medical issue? ○ Yes ○ No
If yes, you must complete the *Medical Documentation Form*, along with any other medical documentation deemed necessary to make your appeal case.

