

RETROACTIVE WITHDRAWAL AND DROP POLICY

How the policy works:

- Retroactive withdrawals or drops are for a **prior semester** only. (For in-semester deadlines waivers, see in-semester deadline waiver informational sheet.)
- Appeal must be submitted within four years of the semester in question. There are **NO** exceptions to the four-year limit.
- If a retroactive withdrawal is granted, the student will be retroactively withdrawn from **all** classes in that semester: Ws will appear on transcript and all charges will still apply.
- If a retroactive drop is granted, the student will be retroactively dropped from **all** classes in that semester: classes disappear from transcript and charges do not apply.

Note: Students who received financial aid for the semester for which they are requesting a waiver may not be eligible for waivers due to financial aid regulations. Non-attendance does NOT constitute a withdrawal.

Who may be eligible:

- All grades from the semester in question must be non-passing (F, INC, IF, NA, W).
- Retroactive withdrawals or drops are only granted for extreme, extenuating, documented circumstances which are not academic. Typically, emergencies to be considered are medical, personal and financial.
- Emergencies to be considered cannot be related to concerns about course material and content, instructor, grade, etc. Academic issues should be addressed in the department.
- Students are not eligible to appeal to withdraw/drop any course in which they have completed the course requirements (taken the final exam, submitted final project, etc.).
- The above criteria are necessary, but not sufficient to guarantee approval of request. Each appeal receives individual consideration. The Office of Undergraduate Studies reserves the right to approve, deny, or void requests at any time.

For further information or for a petition form, please visit the Undergraduate Studies Office, Campus Center, 1st floor, Suite 1300, call 617-287-6330, or email UndergraduateStudies@umb.edu.