# Petition for Late Withdrawal

**Late/Retroactive Withdrawal Policy:**

A student may petition for Late/Retroactive Withdrawal from a course or from the University (all courses taken during that semester), if circumstances of a serious and compelling nature prevented the completion of coursework and extenuating circumstances prevented withdrawal by the deadline in the HSCP Handbook. In filing a petition, withdrawal from all courses taken during the term in question is normally expected since 'extenuating circumstances' are not course-specific.

Petitions must be submitted to the HSCP Office. A Late/Retroactive Committee is designated to make decisions on all retroactive withdrawal petitions. A copy of the approved petition and supporting documentation should be attached when it is submitted to the Registrar's office. Candidates who submit a retroactive withdrawal are not typically candidates for fee waivers.

\*HSCP Late/Retroactive Withdrawal Policy aligns with UMKC's general campus policy, which can be found here: https:// catalog.umkc.edu/undergraduate-academic-regulations-information/registration/late-retroactive-withdrawal

# Students may qualify for late/retroactive withdrawal if any of the following conditions are true:

* There was a documented administrative error that affected the student's enrollment in one or more courses.
* Student can provide documentation of a serious illness that affected student’s ability to complete coursework after the withdrawal date.
* Student encountered and documented extreme and unusual circumstances which:
  + were beyond student’s control or,
  + could not have been addressed during the term in which the course(s) was taken.

# Students do not qualify for late/retroactive withdrawal for only the following reasons:

* Dissatisfaction with the grade earned in the course.
* Failure to formally withdraw from the course(s) in question by the term withdrawal date.
* Student was unaware of the withdrawal deadlines. *(HSCP withdrawal deadlines are posted on program website HERE, updated each semester)*
* Student is now working toward a major or degree which does not require this course.
* Student assumed non-academic activities which restricted time for academic pursuit.
* Student was ill or suffered stress as the result of an accident, death, family crisis, or other crisis early enough in the semester to have withdrawn during the semester.
* I have read and acknowledged the terms for submitting a late withdrawal petition.

# Process for submitting a late/retroactive withdrawal petition:

1. Complete the petition for late/retroactive withdrawal form (on pg. 2).
2. Attach supporting, official documentation which demonstrates serious and compelling reasons (usually due to serious accident or illness) justifying the withdrawal and the extenuating circumstances. Documentation may include (but is not limited to): a doctor’s note or a letter from a school administrator/counselor.
3. Submit the completed petition and documentation to the UMKC HSCP at: [umkc-hscp@umkc.edu](mailto:umkc-hscp@umkc.edu)

# Student Signature Date

**Petition for Late Withdrawal (2)**

**Student Name**

**UMKC Student ID (8 digit number)**

**High School**

**Email Contact**

**Phone Contact**

**CLASS INFORMATION:** Please indicate the class(s) from which you wish to withdraw in the table below.

*Note*: All requested information ***must*** be supplied to complete this petition.

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester and Year Course was Taken** | **Class Number**  (UMKC 5-digit) | **Course Subject and Number**  (ex: MATH 110) | **Instructor’s Name** |
|  |  |  |  |
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|  |  |  |  |

**On the lines below, please provide your explanation for your petition for late withdrawal.**

* ***I have attached supporting, official documentation to accompany my petition.***

***DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY***

# Approval Signature Date

UMKC High School College Partnerships

5115 Oak St., Administrative Center -Suite 300F Kansas City, MO 64112

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