



# NORTHWESTERN STATE

## Office of the Registrar

Student Services Center  
 Natchitoches, LA 71497  
 T: 318.357.6171  
 800.807.8849  
 F: 318.357.5823  
 Website: nsula.edu/registrar  
 Email: registrar@nsula.edu

### Retroactive Withdrawal/Resignation Request Form

_____	_____
Print Your Name	Classification
_____	_____
Current Mailing Address	Telephone Number/Cell Number
_____	_____
City, State, and Zip Code	E-mail Address (Decision will be sent to this e-mail)

Students who have the ability to document/justify extenuating circumstances that prevented them from withdrawing from a course(s) or resigning from the University by the published deadline may use this form to appeal for a retroactive withdrawal. Extraordinary cases DO NOT include dissatisfaction with a grade, instructor, content of the course, belated decision to change a major, or lack of knowledge about withdrawal/resignation policies.

Return the completed form and documentation to the University Registrar's Office, Student Services Center, Suite 308, Northwestern State University; Natchitoches, LA 71497. You may also fax the form and documentation to (318) 357-5823.

**PLEASE NOTE: APPEAL APPLICATIONS WILL NOT BE ACCEPTED AFTER 3 CALENDAR YEARS FROM THE END OF THE SEMESTER BEING APPEALED.**

*Please check the item that applies to you and specify the semester, year, and reason.*

\_\_\_\_\_ **Resignation** (withdrawal with grades of "W" in all classes in a semester \_\_\_\_\_ Semester/Year)

**Note: Documentation is required for each item checked.**

_____ Medical Hardship	_____ Death of an Immediate Family Member
_____ Financial Hardship	_____ Natural Disaster or Exceptional Traumatic Event
_____ National Defense	_____ Stopped Attending - Last Date of Attendance: _____

**EXCEPTIONS RELATING TO REGISTRATION, CREDITS, OR GRADUATION**

FOR \_\_\_\_\_ BASED ON THE FOLLOWING REASONS:  
 Semester/Year

\_\_\_\_\_ REGISTRATION      \_\_\_\_\_ CREDITS      \_\_\_\_\_ GRADUATION

(Attach a brief typed-written note if needed—handwritten notes will not be accepted)

\_\_\_\_\_

\_\_\_\_\_

_____	_____	_____
Signature of Appellant	Student ID	Date

\*\*\*\*\* For Office Use Only \*\*\*\*\*

Meeting Date:	Decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Request For: Withdrawal <input type="checkbox"/> Resignation <input type="checkbox"/> Other <input type="checkbox"/>
Date E-mailed:	Decision Based On:	

**STATUTE OF LIMITATIONS: Appeals must be submitted within three (3) calendar years from the end of the semester being appealed. Absolutely no appeals will be considered after 3 calendar years!**

## **READ ALL INFORMATION BEFORE SUBMITTING YOUR APPEAL**

### **Allowable Reasons for Submitting the Appeal:**

- 1. Medical Hardship** -- Documented proof that illness/injury caused the student to miss a significant number of days making it difficult to withdraw/resign by the published deadline or to appeal to his/her academic dean for a withdrawal. Documentation must be on official stationery from the attending physician stating that the illness or injury rendered the student unable to withdraw/resign by the published deadline. A hospital bill may also be submitted. **Note:** Students wishing to withdraw or resign from the University (after the "last day to withdraw or resign") due to extenuating circumstances which prevent completion of a semester, may submit a request to his/her academic dean no later than the last day of classes to request a retroactive resignation. Examples of cases eligible for retroactive withdrawals or resignations are listed above.
- 2. Death of an Immediate Family Member** -- The death caused undue hardship and rendered the student incapable of withdrawing/resigning by the published deadline. Documentation may include an obituary, accident report, death certificate, or a letter on official stationery from the attending physician.
- 3. Financial Hardship** -- Documented proof of financial hardship that prevented the student from withdrawing or resigning by the published deadline. Appropriate documentation may include, but is not limited to, the following: Tax returns, letter from employer verifying your employment, proof of wages or previous pay stubs showing number of hours per week you worked and rate of pay, verification of other source of income such as child support, alimony, unemployment documentation, and any type of assistance from the state, federal, parents, friends, etc.
- 4. Natural Disaster or Exceptional Traumatic Event** -- Documented proof of the natural disaster or exceptional traumatic event that rendered the student incapable of withdrawing/resigning by the published deadline.
- 5. National Defense** -- Withdrawal with a grade of "W" from one or more classes based on the Board of Regent's policy. The student must provide a copy of official military orders or a letter from his or her Commanding officer.
- 6. Stopped Attending** -- Based on documented proof that the student stopped attending classes and extenuating circumstances existed that prevented withdrawal or resignation by the published deadline.

Once the completed appeal packet has been received in the Office of the Registrar, the University Registrar's Office will verify attendance information that is on file and consult with other administrative offices (Financial Aid, Veteran's Affairs, Student Accounting, etc.) as needed. The Office of the Registrar will then prepare all documents for review by the Registration, Credits, and Graduation Council on a designated meeting date.

At the meeting, the Registration, Credits, and Graduation Council members will discuss the appeal requests in great detail, and vote to approve or deny the appeal. If the appeal is denied, the Registrar reserves the right to ask the Council to reconsider an appeal only when the appellant provides new or additional information and documentation to support the cause or extenuating circumstances within ten (10) calendar days of the Council's decision.

The Registrar's Office prepares minutes of the Council's approved/denied action for each appeal and submits them to the Acting Provost and Vice President for Academic Affairs for final approval. After the Acting Provost and Vice President for Academic Affairs signs, dates, and returns the minutes to the University Registrar's Office, the approved/denied action for each appeal is processed by the University Registrar's Office. The student will then be notified via U.S. mail of the decision.