



NORTHWESTERN STATE

OFFICE OF THE REGISTRAR

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

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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 request 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: REQUESTS 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.

____ Never Attended ____ Stopped Attending - Last Date of Attendance: _____
____ Medical Hardship ____ Death of an Immediate Family Member
____ Financial Hardship ____ Natural Disaster or Exceptional Traumatic Event
____ National Defense ____ Other Reasons _____

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

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: Requests must be submitted within three (3) calendar years from the end of the semester being appealed. Absolutely no requests will be considered after 3 calendar years!

READ ALL INFORMATION BEFORE SUBMITTING YOUR APPEAL

Allowable Reasons for Submitting the Request:

- 1. Never Attended** -- Based on documented proof that the student never attended classes and extenuating circumstances existed that prevented withdrawal or resignation by the published deadline.
- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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, and any type of assistance from the state, federal, parents, friends, etc.
- 6. 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.
- 7. 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.
- 8. Other Reasons** -- Documented proof of other reasons that rendered the student incapable of withdrawing/resigning by the published deadline. Other reasons 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.

Once the complete request 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, Business Affairs, 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 requests in great detail, and vote to approve or deny the request. If the request is denied, the Registrar reserves the right to ask the Council to reconsider a request 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 request and submits them to the Provost and Vice President for Academic Affairs for final approval. After the 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 request is processed by the University Registrar's Office. The student will then be notified via e-mail within ten business days of the decision.