

## Late and Retroactive Withdrawal Petition Process

Withdrawals are not permitted beyond the last day to withdraw specified in the University Calendar for the term except for serious and unforeseen circumstances. For petitions to be considered, students must have a reason that can be documented in writing. Late withdrawals require College of the student's major approval; retroactive withdrawals will be reviewed by Registrar's Office. The process is the same for Undergraduate and Graduate students. Until your petition is officially approved and processed in the Registrar's Office, you are still enrolled in your classes.

### DEFINITIONS:

- **Late Withdrawals** – Late withdrawals are current term withdrawals (after online deadline has passed) through the end of the next major term (fall or spring). Students must take this petition packet to the College of their major and provide any additional information as requested. Late withdrawals will not be processed by the Registrar's Office without the College's approval.
- **Retroactive Withdrawals** – Retroactive withdrawals are withdrawals for terms more than one major term back. Students must provide this petition packet to the Registrar's Office. Petitions for retroactive withdrawals from individual classes are rarely granted.

### LATE AND RETROACTIVE PROCEDURE:

1. Prepare a typed statement explaining in full your reason for requesting a late or retroactive withdrawal. Include all information you feel is relevant to support your request.
2. Provide documentation from verifiable sources confirming your reasons for a late or retroactive withdrawal.
3. Provide your withdrawal petition (late) to the College of your major within one regular semester (fall or spring) **OR** provide your withdrawal petition (retroactive) after more than one regular (fall or spring) semester to the Registrar's Office.
4. You may provide any forms, required approvals and/or documentation to the Registrar's Office in Wilder Tower 003 or in a Tiger Help ticket at <http://www.memphis.edu/tigerhelp>

### FINANCIAL OBLIGATIONS:

This form only releases you from your courses and not any financial obligations. Please contact [usbs@memphis.edu](mailto:usbs@memphis.edu) for information concerning financial appeals.

Before withdrawing from a course/courses, consider the impact this action might have on financial aid or scholarships. Check with the Financial Aid Office if you do not know how withdrawing may affect you.

## Withdrawal Petition Packet

Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Banner U #: U \_\_\_\_\_

U of M E-Mail: \_\_\_\_\_ Major: \_\_\_\_\_

TERM AND YEAR FOR WHICH WITHDRAWAL IS REQUESTED:

Fall      Spring      Summer      20\_\_\_\_

Have you ever applied for or been approved for an Academic Fresh Start?      YES      NO

Have you ever applied for or been approved for Academic Renewal?      YES      NO

In the past have you applied for or been approved for a retroactive withdrawal?      YES      NO

Reason and documentation for petitioning for a late or retroactive withdrawal (use additional sheets.)

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**Students:** Choose one below based on timeline of the withdrawal petition.

**Late Withdrawal** – Withdrawal within one regular (fall or spring) semester after the term. Students are to take this petition packet to the College of their major. Students must provide documentation and obtain all signatures / approvals as required by the College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision by College of student's major: \_\_\_\_\_

College Rep / Chair / Dean Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**Retroactive Withdrawal** – Withdrawal from terms more than one regular (fall or spring) term back. Students must take this petition packet to the Registrar's Office. No other signatures are required for retroactive withdrawals (but recommended as it will help support the claim.) Information will be reviewed by committee and processed if approved.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision by Registrar's Office Withdrawal Committee: \_\_\_\_\_

### **College Approvers for Late Withdrawals for UG and GR Students**

For late withdrawals, please reach out to the College of your major for approval. Late withdrawals are current term withdrawals (after online deadline has passed) through the end of the next major term (fall or spring). Be prepared to provide all documentation requested by the College. Late withdrawals will not be processed by the Registrar's Office without the approval of the College of the student's major. If you need assistance, please reach out to your academic advisor for guidance on who to contact or the Registrar's Office at 901 678-2810.

<b>College/Campus</b>	<b>Name and Extension</b>	<b>Email</b>
Lambuth Campus	Lisa Warmath 901 678-1903	<a href="mailto:lwarmath@memphis.edu">lwarmath@memphis.edu</a>
College of Health Sciences	Kathy Walker 901 678-5037	<a href="mailto:Kwalker1@memphis.edu">Kwalker1@memphis.edu</a>
School of Public Health	Shirl Sharpe 901 678-1710	<a href="mailto:ssharpe@memphis.edu">ssharpe@memphis.edu</a>
Fogelman College of B&E	Trellis Morgan 901 678-2855	<a href="mailto:fcbeadvising@memphis.edu">fcbeadvising@memphis.edu</a>
College of Prof. & Liberal Stud.	Dr. Dot Moss-Hale 901 678-2716	<a href="mailto:dmhale@memphis.edu">dmhale@memphis.edu</a>
College of Arts & Sciences	Dr. Ladrica Menson-Furr 901 678-5454	<a href="mailto:lmnsnfr@memphis.edu">lmnsnfr@memphis.edu</a>
College of Engineering	Betsy Loe 901 678-4852	<a href="mailto:egrear@memphis.edu">egrear@memphis.edu</a>
College of Comm. & Fine Arts	Laurie Snyder 901 678-2394	<a href="mailto:lhsnyder@memphis.edu">lhsnyder@memphis.edu</a>
College of Education		<a href="mailto:education@memphis.edu">education@memphis.edu</a>
Comm. Sciences & Disorders	Dr. Lisa Lucks Mendel 901 678-5800	<a href="mailto:lmendel@memphis.edu">lmendel@memphis.edu</a>
Loewenberg Coll of Nursing	Dr. Jeremy Whitaker 901 678-2879	<a href="mailto:J.Whitaker@memphis.edu">J.Whitaker@memphis.edu</a>
KWS School of HPRM	Deborah Thompson 901 678-8021	<a href="mailto:djthmps4@memphis.edu">djthmps4@memphis.edu</a>
Academic Counseling Center	901 678-2062	<a href="mailto:acc@memphis.edu">acc@memphis.edu</a>

**List created on May 9, 2022 – Please contact college directly if change of personnel occurs.**

## The University of Memphis Withdrawal Petition - Faculty Information

THIS PART TO BE COMPLETED IN FULL BY THE STUDENT (if possible or requested by college):

Student's Name: \_\_\_\_\_

Banner U Number: U\_\_\_\_\_

U of M E-Mail: \_\_\_\_\_ Major: \_\_\_\_\_

TERM AND YEAR FOR WHICH WITHDRAWAL IS REQUESTED:

Fall      Spring      Summer      20\_\_\_\_

THIS PART TO BE COMPLETED IN FULL BY THE INSTRUCTOR:

Dear Faculty Member: Any student applying for a late or retroactive withdrawal from a course or semester is required to document the reason for a petition. The above-named student has applied to withdraw after the optional withdrawal period has ended and has been instructed to contact the instructor. After you have communicated with the student, please complete the information below in full. Your comments will help in evaluating the student's petition. Please note that completion of this form in no way implies approval of the petition. Thank you.

Course CRN	Subject/Course/Section	Date of First Test/Grade	Date Last Attended	Grade at Time Student Stopped Attending

Approximately how many absences before last date of attendance: \_\_\_\_\_

Comments:

Faculty Member's Name: \_\_\_\_\_

Faculty Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Schedule Adjustment

Office of the Registrar, University of Memphis, 003 Wilder Tower

Use this form for ALL schedule adjustments—adds, drops, and withdrawals.

Term/Year: /

STUDENT INFORMATION

U

LAST NAME

FIRST NAME

MI

U-NUMBER

Classification:

☐UG☐GR

Withdrawal from ALL Courses?

☐YES☐NO

Total Credit Hours Change

from to (see \*\*\* below)

DROPPED COURSES

ADDED COURSES

INSTRUCTOR APPROVAL  
required during late registration window

CRN	SUBJ	COURSE	SEC#	CRN	SUBJ	COURSE	SEC#	INSTRUCTOR SIGNATURE

NEEDED SIGNATURES

Approver:

Date:

Student:

Date:

Registrar's Use

Date:

REASON/COMMENTS

NOTICE!

\*\*\* A reduction in Credit Hours, including changing course hours from credit to audit, may impact financial aid, lottery scholarship, and VA eligibility. **Repayment of funds may be required.**

# Schedule Adjustment

Office of the Registrar, University of Memphis, 003 Wilder Tower

**Use this form for ALL schedule adjustments—adds, drops, and withdrawals.**

## General Instructions and Requirements

1. Complete all appropriate sections of the form; except for signatures, please print.
2. The signature of the appropriate official(s) are required for adds, drops, or withdrawals processed after the specific deadline for the part of term.
3. College officials may require additional approvals or documentation prior to reviewing or signing this form.

## Completing and Processing the Schedule Adjustment Form

- ✓ In the *Term/Year* and *Student's Information* block, pay particular attention to:
  - **Term/Year** – Ex.: Fall/2007
  - **U-Number** - The student's U-Number (Banner ID) always begins with the letter "U"; please fill in the remaining 8 digits.
  - **Classification** – Mark one only, UG (Undergraduate) or GR (Graduate).
  - **Withdrawal from All Classes?** – Mark either YES or NO.
  - **Total Credit Hours Change** – Students should be aware that reducing Credit Hours, including changing course hours from credit to audit, may impact financial aid, lottery scholarship, and VA eligibility. **Repayment of funds may be required.**
- ✓ In the *Instructor Approval* block, the instructor's signature is required if the add is occurring during late registration.
- ✓ In the *Signatures* block:
  - The Student must sign the form. If a student is late adding only, no approver other than instructor is required. For all other registration transactions and combinations thereof, the signature of an Approver is required.
- ✓ The College should retain one copy of the completed form. The Student should turn in one copy of the form to the Registrar's Office.