

Retroactive Withdrawal Appeal Form

A grade of Withdrawal (W) may be assigned retroactively to a course within a reasonable amount of time after the end of the session. Students may be eligible for a retroactive withdrawal if they have experienced circumstances that have significantly impaired their ability to complete coursework and prevented withdrawal from the course as described in the withdrawal policy.

To determine if they are eligible to appeal for a retroactive withdrawal, students should consult with their Student Success Advisor or Admission Advisor. It is highly recommended that students requesting a retroactive withdrawal consult with the Student Finance Department to ensure that their aid will not be impacted by the withdrawal.

Requests will be reviewed by the Committee on Academic Standards (CAS). All CAS decisions are final. Requests for further review will not be granted.

The Retroactive Withdrawal Appeal Process:

Please submit:

- The Retroactive Withdrawal Appeal form completed in its entirety below.
- A personal statement detailing circumstances that significantly impaired your ability to complete coursework and/or withdraw from a course(s) in an official/timely manner.
- Supporting documentation, if applicable. Appropriate documentation is outlined in the Retroactive Withdrawal policy in the Trident Policy Handbook.

Once the appeal is received:

- CAS will review the request and supporting documentation within 5-10 business days.
- The Office of the Registrar will notify the student of the committee’s decision.
- If the request is approved, the Office of the Registrar will assign a grade of “W” retroactively to the student’s record.

In the spaces below, please indicate the course number(s) and session(s) you would like reviewed for a Retroactive Withdrawal:

Course Number	Session	Course Number	Session
<i>Example ITM 501</i>	<i>Example: 1/13/2020 Fastrac</i>	<i>Example: MGT 302</i>	<i>Example: Jan 13 2020 Fastrac</i>

By submitting this form, you acknowledge that you have read and understand the policy in the Trident Policy Handbook and the requirements set forth on this form.

You also acknowledge that you understand that:

- *All CAS decisions are final. Requests for further review will not be granted unless new documentation is provided.*
- *Retroactive Withdrawals DO NOT result in reversal of tuition or fees.*
- *Retroactive withdrawals are not reported automatically to third party agencies or portals.*
- *Retroactive Withdrawals may impact eligibility or reimbursements under Tuition Assistance, federal financial aid, VA benefits or other tuition assistance programs.*

Student Name:	Student ID:
Signature:	Date: