

Procedural Steps for Retroactive Course Registration Changes:

1. The student or person on behalf of student completes the Petition for Retroactive Registration Change form and submits the petition to the student's academic associate dean or community college academic vice president, as appropriate. The form of petition shall provide notice to students that a possible consequence of a retroactive withdrawal is a requirement to repay the university the amount of any disbursement of financial aid for the pertinent enrollment period.
2. The student's academic associate dean or equivalent (community college vice president of academic affairs) considers the facts verified by the student in the petition, reviews relevant academic or other records, and issues a written Determination. The course department head and, if available, the course faculty shall be informed that a petition has been submitted.
 - a. The Determination shall outline the basis/bases asserted in support of the petition, and describe why the basis/bases asserted either support or do not support retroactive withdrawal. Key questions to be considered when determining whether to approve the petition include: (1) did the circumstances described prevent the student from dropping the course(s) within the drop/withdrawal deadline, and (2) why did the circumstances described affect only the course(s) requested to be dropped.
3. Issue the Determination to the student within ten (10) business days from receipt of the petition, unless a time extension is sought and granted by the student's dean. Provide a copy of the Determination to the Offices of the Registrar, Financial aid and University Accounts Receivable.
4. The student may appeal the Determination to the student's dean by submitting a Notice of Appeal within five (5) business days from receipt of the Determination, unless a time extension is sought and granted by the dean. The student or person acting on behalf of

student shall provide a copy of the Notice of Appeal to the Offices of the Registrar, Financial aid and University Accounts Receivable.

5. Upon receipt of the Notice of Appeal, the dean shall commence to convene the Academic Appeals Board. The role and authority of the Academic Appeals Board is
 - a. To consider requests for waiver of the one-year limitations period for submitting a Petition for Retroactive Withdrawal/Drop, and to grant such waiver if extenuating circumstances are to show which prevented the student from seeking the retroactive withdrawal/drop prior to the one-year deadline.
 - b. To establish rules of order for its appeal hearings as it may deem necessary.
 - c. To review the administrative action taken leading up to the appeal; to consider the criteria required for a retroactive withdrawal/drop; and to decide whether the Determination subject of the appeal should be upheld, or whether the facts and circumstances presented warrant a modification or reversal of the Determination.
6. The Academic Appeals Board will issue its decision, explaining the rationale supporting the ruling of the majority of the appeals board, within fifteen (15) business days from the date it met to consider the matter, which shall not take place more than twenty (20) business days from the course dean's receipt of the Notice of Appeal, unless a time extension of the deadline is sought and granted by the Office of the Executive Vice President and Provost.
7. A majority of the members of the Academic Appeal Board shall have full authority to act on the petitions as representatives of faculty and administration, on behalf of the college or community college, as appropriate, and of the university. The decision of the Academic Appeal Board will be final.