

**RETROACTIVE\* TERM WITHDRAWAL – PETITION GUIDELINES AND COVER SHEET**

(\*Retroactive is defined as after the last day of classes.)

Changes to the academic record after the fact are extremely rare and are only granted for extraordinary circumstances. Retroactive withdrawals are not granted if there is evidence that the student finished or intended to finish any class (e.g. took the final exam or requested an Incomplete). **Approval of a retroactive withdrawal does NOT indicate a tuition refund.**

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
(PLEASE PRINT)

Requesting withdrawal for \_\_\_\_\_ Phone # \_\_\_\_\_  
(TERM AND YEAR, E.G. FA2013)\*\*

**\*\*NOTE: There is a time limit of one calendar year for these requests. If more than one calendar year has elapsed since the end of the term for which you are seeking a withdrawal, you are not eligible to petition.**

**ALL of the following must be submitted to the Architecture Academic program, 2150 A&AB:**

[If you were registered in another School or College at the time, you must petition that unit instead.]

Your Argument

Explain what happened that term, including a detailed chronology and compelling reason(s) why you were not able to finish your classes and why you didn't request a withdrawal during the term.

Documentation

You must provide relevant documentation supporting the compelling reason(s) mentioned above. For example, if physical or mental health issues were involved, a letter from a health care provider should verify the chronology and severity of the medical issue(s), and explain how that prevented you from finishing your classes and requesting a withdrawal before the deadline.

Instructor Statements (Ask instructors to send these from their umich.e-mail to the program chair.)

The instructor for **each class** must verify that you did not finish the course and that you did not request an Incomplete. They should include your name, your UM ID, and the course and term in the e-mail. They should mention the retroactive withdrawal petition, and give the approximate date for the last time you attended class.

**PRE-SUBMISSION CHECKLIST**

*If you answer yes to any of the questions below, check with the Registrar's Office and/or the Office of Financial Aid BEFORE submitting this petition. A retroactive withdrawal may have financial, eligibility, or other implications. You need to be aware of all possible consequences before deciding to go ahead with your petition.*

- Are you using any type of financial aid (including scholarships) to pay for tuition?
- Were you a student athlete during the term for which you are requesting a withdrawal?
- Is the State of Michigan's MET program financing any part of your tuition?
- Are you using veterans' benefits to pay for tuition?

My signature below indicates that I have checked with the appropriate office if any of the above applies to me. I am aware of the consequences of a retroactive withdrawal and have decided to submit my petition.

Student Signature \_\_\_\_\_ UM ID # \_\_\_\_\_

Date \_\_\_\_\_