

# Essex County College College Regulation

## REG 5-13 RETROACTIVE WITHDRAWAL

### **Purpose:**

To implement a retroactive academic withdrawal process.

### **Application:**

#### 1. Overview

- (a) Retroactive Withdrawal is the method by which the institution may amend a student's academic record based on documented extenuating circumstances.
- (b) In every case, a written presentation of the facts pertinent to the case together with appropriate documentation must accompany the request and remain on file regardless of disposition.

#### 2. Requirements

- (a) Students initiate a request for a Retroactive Withdrawal through a Counselor. Requests must be made within one year of the semester/term for which the withdrawal is requested.
- (b) The request must be made in writing and be accompanied by adequate and appropriate documentation sufficient to verify the student's petition. If satisfied, the Counselor will complete a Retroactive Withdrawal Request form attaching appropriate documentation.
- (c) The form with documentation is forwarded to an Academic Dean. The form is then sent to Financial Aid to determine any financial liability. Finally, the form is then sent to the Dean of Student Affairs. The Dean of Student Affairs will inform the Counselor if there are financial implications that should be discussed with the student. The Dean of Student Affairs will provide final review and send approved forms to the Registrar for processing. If the form is not signed at any level, the process terminates. Approved forms are forwarded to Enrollment Services for processing and safekeeping.

<b>Responsible Official(s):</b>	<b>Reference:</b> <i>N.J.S.A.</i> 18A:64A-12(o)
<b>Regulation History:</b> App. 11/95, Rev. 10/01, 7/11, 3/17	<b>Attachment(s):</b>