

IHCC Policy 3.11 Retroactive Withdraw Policy

Part 1. Policy Statement.

Students with extraordinary circumstances may appeal to withdraw from a course retroactively. The student must complete the Student Appeal form as well as provide documentation of their circumstance within one year of course registration. The appeal may be approved for the following reasons:

Medical reasons

College error

Military enlistment or deployment

Approved course exchange

Other extraordinary circumstance beyond the student's control

Appeals received without appropriate documentation will be returned to the student or denied. Students seeking a retroactive withdrawal are advised to meet with a college advisor or counselor for assistance with the Student Appeal form and documentation.

Related Documents: None

Responsible Administrator: Vice President of Student Affairs

Policy History:

Date of adoption: NA

Last Revision date: 2/20/2018

Date most recent policy revisions go into effect: 2/20/2018

Date and Subject of Revisions:

11/21/2016 – changed to new template, added policy number.

9/18/2017 – Policy Oversight Team Review Fall 2017. Faculty Shared Governance notification 9/26/2017. Academic Affairs and Standards Council 11/2/2017. Comment Period November 28 through December 12, 2017. Student Senate Review 11/30/2017. Strategic Leadership Council Approval 2/16/2018. Policy Oversight Team Approval 2/20/2018. Policy name was changed from Retroactive Course Drop to Retroactive Withdraw. In part one, petition was changed to appeal and college advisor was added. Removed Death of a Student as an example for which petition may be approved.