

## RETROACTIVE WITHDRAWAL

A retroactive withdrawal is available only for extraordinary reasons as delineated below for students who were unable to complete a standard university withdrawal during the semester. An approved retroactive withdrawal will result in a student receiving a grade of “W” in all courses for the approved semester. **All requests for retroactive withdrawals must be within the academic year (August - May) and no later than May 15th. Requests received after May 15th of the academic year cannot be processed.** The Retroactive Withdrawal Committee will provide a written decision within 10 business days. This decision is final.

### STUDENT INFORMATION

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<b>Name:</b>	<b>Student ID:</b>	<b>Date:</b>
<b>Local Address:</b>	<b>City:</b>	<b>State:</b> <b>Zip:</b>
<b>Phone:</b>	<b>Email:</b>	@spartans.nsu.edu
<b>Major:</b>		

**Semester of Requested Withdrawal:**

Fall 20                                  Spring 20                                  Summer 20

**Last Date of Attendance:**

**Basis for Retroactive Withdrawal:**

Describe, in detail, the basis and justification for the retroactive withdrawal. Appropriate and supporting documentation must be attached.

**Student Signature:**

**Date:**

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*Completed forms and supporting documentation may be submitted to the Dean of Students Office located in the Student Services Center, Suite 307.*