

Petition For Retroactive Withdrawal (Equity-based)



OFFICE OF INSTITUTIONAL EQUITY
 University Services Building, Suite 113
 Tucson, Arizona 85721-0066
 (520) 621-9449
 equity@email.arizona.edu

- Please use this petition (front and back) to request retroactive withdrawals if the request arises from discrimination or harassment-based events.
- Please file the request within one year from the last day of the class/semester for which the retroactive withdrawal is sought.
- Please submit only one petition for all requested courses *per* semester.
- **Submit this petition in person, by U.S. mail, or as an attachment to an email.**

NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

EMAIL: _____ **PHONE:** _____

COLLEGE/MAJOR: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

STEP 1: Choose: _____ **Complete Retroactive Withdrawal** _____ **Partial Retroactive Withdrawal**

STEP 2: Choose:
 Semester (circle just one) _____
 Year _____

Fall	Winter	Spring	Summer Pre-Session	Summer I	Summer II
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List course(s) _____
example: General Microbiology, MIC 205A

STEP 3: Attach Personal Statement
 Attach a clear and concise explanation of your request. Include examples of the challenges you experienced and how the retroactive withdrawal will benefit your academic progress.

STEP 4: Provide Additional Documentation
 You *may* attach other documents if you believe they support your request; OIE may request additional information.

STEP 5: Sign and Date This Document

Sign here: _____ Date here: _____

Office of Institutional Equity Signature _____ Date: _____ Approve ____ Deny ____

Comments

For office use only

Approved Denied Approved Recon Denied Recon

Processed by _____ Date _____ Degree ckout term _____

FILING A GENERAL PETITION FOR EXTENUATING CIRCUMSTANCES

- Grade appeals and financial requests have separate processes, and they are not addressed by filing this petition.
- The time limit for filing a retroactive withdrawal is one year from the last day of class of the semester for which the retroactive withdrawal is sought. If a student demonstrates good cause for being unable to file a petition within this one year period, then the time period may be extended.
- Even if a student's request is supported by medical records, the student is advised **NOT** to submit medical records unless/until they are requested by University officials; additionally, the student is advised that, in some cases, his/her petition may be referred to Campus Health and Wellness administrators for processing.

If a student's request for a retroactive withdrawal is based on issues related to discrimination or harassment as defined in the University's Non-discrimination and Anti-harassment Policy (<http://equity.arizona.edu/policies>) then the student is advised to complete this petition, and present it to OIE. The Personal Statement should include, but need not be limited to, answers to the following questions:

- What was the date on which the relevant discriminatory action occurred?
- How, specifically, has the discriminatory action affected the student's ability to succeed?
- Did the student report the relevant incident to any authorities? (Reporting is not required for this petition, but if reporting occurred, please indicate to whom, and when).
- Is the student aware of and willing to identify others who would be able to corroborate the student's statements about relevant events? If yes, please provide name(s) and contact information, as available.

If the student has questions, or for any reason prefers to speak to OIE personnel instead of writing a Personal Statement, s/he is invited to make an appointment to do that by calling (520) 621-9449 or emailing equity@email.arizona.edu.

OIE will carefully review the submission.

OIE may request additional information.

A determination will be made in accordance with applicable University policies.

Improperly prepared petitions may be returned for correction, creating a potential for delay.