

A. Procedure

To the extent possible, the following procedures shall be uniform throughout the University:

1. Requests for retroactive withdrawal shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken, on the form and with the documentation required by the University Senate. Requests for retroactive withdrawals shall be made through the “University Senate – Retroactive Withdrawal [Application Petition](http://www.uky.edu/Faculty/Senate/FormsMain.htm)”, [that includes a form on which an instructor can offer feedback \(http://www.uky.edu/Faculty/Senate/FormsMain.htm\)](http://www.uky.edu/Faculty/Senate/FormsMain.htm). [US: 4/12/99] (<http://www.uky.edu/Fiscal/Shared/Forms/RWAform.pdf>)

[\(a\) It is within the purview of the Dean to waive the requirement that a student must submit an Instructor Feedback Form\(s\) for reasons such as unavailability of the instructor or hardship on the student. If the Dean waives the submission of the Instructor Feedback Form\(s\), the justification must be included in the Dean's letter recommending approval or disapproval of the retroactive withdrawal appeal.](#)

[\(b\) The presence of a hold on a student's record shall have no effect on the submission, receipt, transmission or review of an appeal for a retroactive withdrawal.](#)

2. The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the SRWAC, normally within 30 days of receipt of the petition and all supporting documentation.

3. The SRWAC shall rule on the request, normally 30 days from receipt of the petition and all supporting documentation from the Dean. The student shall have the right to appear in person before the Committee to present his or her request and shall have the right to be represented by an attorney or other designated individual.

4. The SRWAC shall forward all approved requests to the Office of University Registrar for implementation.

5. The SRWAC shall forward a copy of its decision - whether the request was approved or not - to the Dean of the student's current college and to the Dean of the College in which the student was enrolled at the time of the retroactive withdrawal, if different from the current college. The Dean of the student's current college shall notify the student and Instructors of Record of the SRWAC's decision.