



## Policy and Instructions

Office of Records and Registration



**Proposed Policy** – Students have 60 days after the end of the semester to petition for a retroactive drop or withdrawal. All petitions must be signed by the student, legal guardian, power of attorney or executor (in case of death). Documentation may be required if the petition is from someone other than student.

Students should include a written statement describing the circumstances and reasons for their appeal and any required documentation.

### **Appeal Checklist:**

- ✓ Complete Registration and Financial appeal. Be sure to include your student ID, appeal term and appropriate information for each course.
- ✓ Attach personal statement and additional supporting documentation.
- ✓ Submit completed appeal and documentation to the Business Office via email, mail or fax.

### **Guidelines for Retroactive Drops or Withdrawals**

Death of a Student - Requires documentation. For example, a printed obituary or death certificate.

Medical Reasons – Requires documentation. A serious health issue that prevents the student from successfully completing the term. Documentation from a medical professional or health agency is required. For example, a note from a physician or a hospital bill. Documentation must be on letterhead and include a telephone number for verification. **Missing a class because of an undocumented “cold” is not sufficient cause for a retroactive drop or withdrawal. Planned medical situations such as surgeries or deliveries are not sufficient causes to warrant retroactive drop or withdrawal.** These situations are not considered beyond the student’s control. Students seeking an accommodation under the American’s with Disabilities Act must have requested their accommodation from Disability Services prior to the start of the term.

Course Conditions – May require documentation or letter of support. Any situation where college administration/staff determines that Anoka Tech or an agent of the college is directly responsible for the student’s situation. For example, change in the day, time or campus location for a course after the first day of the term; course materials are unavailable; documented misinformation; or substantiated inaccurate or inappropriate advising.

Personal Reasons – Requires documentation. A situation such as change in employment schedule, death in family, accident, etc., that prohibits the student from continuing in registered courses

Military/Deployment – Requires a copy of his/her call-up papers. A student who is a member of any branch of the U.S. military reserves, who is unable to complete a course or courses due to active duty call-up will be provided several options. **Please check with the Veteran Certifying Official on campus, (763) 576-4813.**

These are guidelines and do not guarantee approval. **Please update your e-mail address through your eServices account.**