

**1** First, decide what your circumstances/documentation supports: a retroactive drop or a retroactive withdrawal. (For a medically-based request to advocate for an incomplete, disregard this section.)

Retroactive Drop		Retroactive Withdrawal	
<ul style="list-style-type: none"> <li>• <i>Less common</i></li> </ul>		<ul style="list-style-type: none"> <li>• <i>More common</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Qualification:</b> <i>You either never attended, or only attended during the drop/add period but were not able to attend afterward, because of conditions/circumstances unpreventable and outside your control.</i></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Qualification:</b> <i>You attended courses past the drop/add deadline but couldn't fully participate or stopped attending at some point later in the semester because of conditions/circumstances unpreventable and outside your control.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Transcript result:</b> <i>Classes will no longer appear on transcript</i></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Transcript result:</b> <i>Classes will appear on transcript as a WW, but will not affect GPA.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>GPA impact:</b> <i>Classes will not be included in GPA</i></li> </ul>		<ul style="list-style-type: none"> <li>• <b>GPA impact:</b> <i>Classes will not be included in GPA</i></li> </ul>	
Partial	Full	Partial	Full
<i>Only 1 or some of my classes were affected, not all.</i>	<i>All classes were affected. Appealing for all to be dropped retroactively.</i>	<i>Only 1 or some of my classes were affected, not all.</i>	<i>All classes were affected. Appealing for all to be withdrawn retroactively.</i>
<i>Financial Aid impact for all scenarios: Consult financial aid counselor (CSSC, Miller Hall 1<sup>st</sup> Floor)</i>			

**2** Second, submit the following documents to Dr. Rebecca Devereaux, Associate Dean, Academic Support, Student Affairs, Whitten Student Center (Burbank campus).

A. (✓) **An appeal summary**

- Include your specific request (full or partial drop or withdrawal; incomplete; course code and semester)
- Describe the condition/circumstances that affected your ability to attend or fully participate in the courses. Explain how these conditions/circumstances were unpreventable and out of your control, if not explicit in supporting documentation.
- If requesting a partial drop or withdrawal, provide a detailed explanation as to why the condition or circumstances only affected one or some classes and not all of them.
- Include your full name, student ID number, signature, contact information (phone/email).

B. (✓) **Supporting documentation** that corroborates the appeal summary.

A simple letter from a doctor can be helpful but will NOT completely satisfy this requirement. Documentation must include the following, which is modeled after the University's policy on accommodating students and applicants with special needs (*See "Comprehensive Documentation" details in [Policy and Procedures for Accommodating Students and Applicants with Special Needs: Mobility-Based and Non-Mobility Based Disabilities](#)*):

1.  The specific dates affected by the condition or circumstances described in the summary.
2.  The authorizing professional and his/her qualifications (must not be a relative or associate of student or student's family)
3.  The specific condition, as diagnosed.
4.  Relevant educational, developmental, and medical history.
5.  The comprehensive testing and techniques used to arrive at the diagnosis. Include test results with subtest scores (standard or scaled scores) for all tests.
6.  The functional limitations; an explanation of how the condition impacted the student's daily functioning and abilities.
7.  Suggestions for accommodations for the condition and the rationale for the accommodations

**3** Await response of appeal decision or check your unofficial transcript on Self-Service (<http://go.woodbury.edu>) to see result.