

- 1** First, decide what your circumstances/documentation supports: a retroactive drop or a retroactive withdrawal.

Retroactive Drop
<ul style="list-style-type: none"> • <i>Less common</i>
<ul style="list-style-type: none"> • Qualification: <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>
<ul style="list-style-type: none"> • Transcript result: <i>Classes will no longer appear on transcript</i>
<ul style="list-style-type: none"> • GPA impact: <i>Classes will not be included in GPA</i>

Retroactive Withdrawal
<ul style="list-style-type: none"> • <i>More common</i>
<ul style="list-style-type: none"> • Qualification: <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>
<ul style="list-style-type: none"> • Transcript result: <i>Classes will appear on transcript as a WW, but will not affect GPA.</i>
<ul style="list-style-type: none"> • GPA impact: <i>Classes will not be included in GPA</i>

Financial Aid impact for all scenarios: Consult financial aid counselor (CSSC, Miller Hall 1st Floor)

- 2** Second, submit the following documents to Elaine Shackelford, Coordinator, Disabilities and Accessibility Services, Whitten Student Center (Burbank campus).

A. **(✓) An appeal summary**

- Include your specific request (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.
- 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 Disabilities (See "Comprehensive Documentation" details in the Student Handbook):

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.