RETROACTIVE WITHDRAWAL

Generally, a student who fails a portion of or all classes during a semester must repeat those classes, grades for which remain on the student’s transcript as “F’s.” However, if a student believes there were special or extraordinary, extenuating circumstances that resulted in his/her poor performance, a student may elect to appeal to the Montana Tech Academic Standards Committee for a retroactive withdrawal from all of that semester’s classes. Such circumstances might include significant health issues, changes of employment, a family crisis, etc.

The Academic Standards Committee meets to review all such requests for retroactive withdrawal and determines whether the student’s appeal has merit. Approval for a retroactive withdrawal is NOT GUARANTEED. The decision by the committee to grant a retroactive withdrawal is based upon the committee’s judgment that the student’s appeal has merit. The final decision to grant a grade of “W” for a previously failed class rests with each instructor of the class(es) in question. If a retroactive withdrawal is granted, the withdrawal is normally required for all classes taken during the semester under review. In other words, a student cannot “pick and choose” the courses for which they request a “W.”

A letter to the Academic Standards Committee requesting a retroactive withdrawal must be submitted to the committee and the request must accompanied by the following:

1. documentation supporting the reason(s) why the student encountered academic difficulty, extraordinary, extenuating circumstances that caused the student’s poor performance; and

2. and if possible, a letter of support for the request from the student’s academic advisor, department head, or another Montana Tech faculty or staff member.

Once the committee has reviewed a request and made a decision, the Office of Enrollment Services contacts the instructors who then recommend a grade. If, after reviewing the documentation provided by the student, the committee approves a retroactive withdrawal, the Office of Enrollment Services will then revise the student’s transcript. The Office of the Vice Chancellor for Academic Affairs and Research notifies the student when the process is complete.

Requests for a retroactive withdrawal should be sent to:

Administrative Associate
Office of the Vice Chancellor for Academic Affairs and Research
Montana Tech
1300 W. Park Street
Butte, MT 59701

Requests and accompanying documentation may also be hand-delivered to the Mining Geology Building, Room 301.
PLEASE NOTE: This process is only for a student’s academic record. Any appeals relating to financial aid (probation or financial aid suspension) must be made through the Office of Enrollment Processing.