

## 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~~caused his/her poor performance, a student may elect to appeal to the ~~college-~~ 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-~~ Committee to grant a retroactive withdrawal is based upon the ~~committee's-~~ 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~~ 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."

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A ~~letter to the Academic Standards Committee~~ Student requesting a retroactive withdrawal must ~~be submitted~~ submit a request to the ~~committee-~~ Academic Standards Committee and the request must be 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.

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~~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-~~ 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 will notify~~ 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.

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