



The University recognizes that circumstances arise that may warrant waiving registration and/or academic deadlines. Students requesting such an action are required to submit a retroactive petition.

Retroactive petitions are considered on an individual basis. Submission of a retroactive petition does not guarantee approval. **You are required to discuss the merits of your request with your academic adviser and course instructor (as appropriate) before you submit the petition.** Supporting documentation is very important for the approval of the petition, but it does not guarantee approval. However, failure to submit the requested documentation along with the Retroactive Petition Form will delay the review and may affect the outcome.

The following reasons ARE NOT justification for a retroactive action:

- **Procrastination.** You forgot to add, drop, or withdraw by the University deadline.
- **Unfamiliarity with University policies and/or deadlines.** You were not aware of the add, drop, or withdrawal deadlines.
- **Change of program.** You no longer need the course(s) or you need a different course because you are changing your program.
- **Nonpayment of tuition and fees.** You did not pay tuition and fees by the designated deadline and you were unable to register for classes.
- **Class attendance.** You have attended class since the beginning of the semester, though you have not attended to one or more of the university deadlines (*add/drop, payment of tuition and fees, etc.*).
- **Inability to contact the course instructor.** You were unable to contact the instructor to get permission for a course override.

The following reasons ARE justification for a retroactive action:

- **Administrative error.** You must provide documentation such as printed records, written correspondence, or a written statement from the instructor to verify that either you never appeared in the class (*initial registration error*), stopped attending after a specific date (*because you dropped the course by the designated deadline*), or were erroneously withdrawn from the course without your knowledge.
- **Advisement error.** You must provide statements from your advisor, course instructor, and/or department chair verifying that you received advisement that makes the requested action necessary.
- **Non-attendance at Howard University.** You must provide documentation that you never attended your class(es) at Howard and were unaware of your enrollment.
- **Serious illness.** You must provide documentation that you (*or a family member*) were seriously ill and your condition prevented you from taking the requested action by the designated date.
- **Extreme and unusual circumstances which were beyond your control.** You must provide documentation of these circumstances. This documentation should describe the circumstances, relevant dates, and how the events affect or affected your academic performance.

PROCEDURE:

1. Meet with your CAE advisor to discuss the petition process and the merits of your petition.
2. Secure the necessary supporting documentation.
3. Complete the petition and submit it to your CAE academic advisor. Your CAE advisor will review your petition and make a recommendation to approve or disapprove your request.
4. Your CAE academic advisor will forward your petition to the associate provost for undergraduate studies or to your school/college dean for review and decision.
5. If your petition is denied by the associate provost or your school/college dean, your petition will not be forwarded to the Office of the Registrar, and you will be notified of the decision.
6. If your petition is recommended for approval, the petition will be forwarded to the Office of the Registrar for processing and administrative review; you will be notified of the final decision by your CAE advisor.



This form is used to request the following:

- Dropping or adding one or more courses after the published deadline for the current or previous semesters.
- Withdrawing from the university after the published deadline for the current or previous semesters.
- Late registration/enrollment after the published deadline for the current or previous semesters.

All petitions must be typed.

NAME: _____ STUDENT ID: _____

ADDRESS: _____

COLLEGE: _____ MAJOR: _____

PHONE: _____ EMAIL: _____

CAE ACADEMIC ADVISOR: _____ ARE YOU A STUDENT ATHLETE? _____

REQUEST: Add course(s) Drop course(s) Withdraw from the university Late registration/enrollment

Have you submitted a retroactive petition before? _____ If so, how many? _____

What was the outcome? _____

Semester: _____

CRN Number	Course	Instructor	Hrs	Drop, Add, or Withdraw	Requested Effective Date *

* The effective date will be based on the documentation provided. An approved petition may not waive late withdrawal and/or registration penalties. A "W" will be issued if the effective drop/withdrawal date is determined to be after the first drop deadline.

NOTE: For course adds and drops, a narrative from the course instructor is required. The letter must verify your first and last day of attendance, or that you never attended, and, when applicable, describe related extenuating circumstances, including:

- your performance thus far;
- when your instructor became aware of the situation; and
- reason(s) why a retroactive action is necessary.

REASON: Summarize your justification for this request. Attach supporting documents and attach a separate letter with pertinent details.

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- I am aware that this action may adversely affect my financial aid, scholarships, loans, housing, etc, and have discussed it with the appropriate university representatives.
 - I have attached a letter explaining my rationale for this request and providing reasons for my inability to resolve this matter by the University deadline.
 - I have attached a copy of my transcript from Bison Web.
 - I have attached proper documentation to support my request (*i.e. a doctor's note, letter from course instructor(s), etc.*).

STUDENT SIGNATURE: _____ DATE: _____

Do not write below this line.

RECOMMENDED ACTION: Approve Deny *Please provide a supporting statement indicating approval or denial.*

ADVISOR SIGNATURE: _____ DATE: _____

RECOMMENDED ACTION: Approve Deny

DEAN or ASSOCIATE PROVOST SIGNATURE: _____ DATE: _____

Date forwarded to the Office of the Registrar for review and processing: _____