

Retroactive Individual Course Withdrawal Appeal

Overview

University policy allows for numerous withdrawal options over the course of a semester. Fall and Spring full semester options are as follows (for summer dates or fall/spring 1st and 2nd session dates, see [Academic Calendar](#)).

- No grade days 1-10
- W days 11-84
- Total withdrawal (all W's) through the last day of classes

Following are additional regulations related to dropping classes after the 10th day (see [Undergraduate Catalog](#)).

- From Fall 2011 onward, students are allowed four career drops until a bachelor's degree is earned.
- Individual course retroactive withdrawals from Fall 2011 onward count among those four career drops.

In submitting this appeal application, you are requesting an exception to this policy. Therefore, this appeal must be accompanied by a personal statement and also supporting documentation from other sources explaining why you did not take advantage of one of the proper withdrawal options.

Additional Considerations

- Only grades of "F" will be considered for individual course withdrawal.
- Applications must be submitted within two calendar years of the "F" grade.
- Applications must be submitted before the undergraduate degree is confirmed.
- If you are appealing **all** your courses for a given semester, or if you did not attend the class(es) for which you are appealing, contact the Student Success Center to determine if you are appealing to the correct office.
- This application is not appropriate for requesting a grade change (see the [Undergraduate Catalog](#)).

Name: _____
(Last) (First) (MI)
Student ID: 000-_____-_____ Phone (____)____-_____ Desired Major: _____
Your UT email address: _____@utk.edu Alternate email address: _____

1. **Course Information:** List your course information below.

Course Name	Course No.	Term & Year	Instructor's Name

2. **Personal Statement:** Submit a typed personal statement explaining in detail why you did not meet the withdrawal deadlines. Also include the names of those who will be providing supporting documentation (below) for your appeal.

3. **Instructor Statement:** For each course, we must receive a statement sent directly from the instructor's UTK email account to Doug Renalds at drenalds@utk.edu, noting your approximate final date of attendance.

4. **Optional Supporting Documentation:** Submit statements from UT faculty/staff or other professionals (doctor, counselor, etc.) confirming the timeline and circumstances you described in your personal statement. Proper documentation includes letters on company letterhead and official reports (police reports, death notices, etc.).

By signing and dating below:

- I acknowledge that all information I have provided is true and correct.
- I grant permission for the Appeals Committee to request and review any documents or information from sources I have revealed in my appeal or by sources that submit a statement of support.
- I grant permission for the Appeals Committee to share my personal statement with course instructors.
- I understand that furnishing false information to the University with the intent to deceive can result in expulsion from the University or any lesser penalty (see standards of conduct, student's rights and responsibilities as explained in [Hilltopics](#)).

This application is not considered complete until all required documentation and required student statement have been received.

Signature

Date



Submit application materials to:

Student Success Center, 812 Volunteer Blvd., Knoxville, TN 37996-4226.
Phone (865) 974-6641 Fax (865) 974-8285