

# Retroactive Individual Course Withdrawal Appeal

## Overview

University policy allows for numerous withdrawal (WD) options over the course of a semester. Fall and Spring full semester options are as follows (*for summer dates or fall/spring 1<sup>st</sup> and 2<sup>nd</sup> 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*

In submitting this appeal application, you are requesting an exception to this policy. Therefore, this application must also include a personal statement and also supporting documentation (see below) explaining why you did not take advantage of one of the established withdrawal options. Your personal statement (but not your documentation) will be shared with the instructor(s) of the course(s) you are appealing. Your appeal will be reviewed by the Appeals Committee, which since its inception in 2002 has been charged by the Undergraduate Council with the task of reviewing retroactive WD appeals.

## Additional Considerations

- *Only grades of "F" will be considered for appeal through individual course retroactive withdrawal.*
- *You may appeal for retroactive WD no more than once per career. The Committee will not review subsequent WD appeals.*
- *Applications must be submitted before the undergraduate degree is confirmed.*
- *Applications should be submitted within a calendar year of the "F" grade.*
- *From Fall 2011 onward, students are allowed **four career W's** until graduation. Each granted retroactive WD counts among those four if the course took place after Summer 2011. After the four are exhausted, no retro WD appeals will be considered.*
- *See the [Undergraduate Catalog](#) for all policies related to withdrawals.*
- *If you did not pass any courses in the semester for which you are appealing, or if you did not attend the class(es) for which you are appealing, contact the Academic Success Center to determine if you are appealing to the correct office.*
- *If a granted appeal would put you below 12 credit hours for the term you are appealing please contact [One Stop](#) to see how the appeal might affect your financial aid (grants, loans, and/or scholarships including the HOPE).*

Name: \_\_\_\_\_  
(Last) (First) (MI)

Student ID: 000-\_\_\_\_\_-\_\_\_\_\_- Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Desired Major: \_\_\_\_\_

Your UT email address: \_\_\_\_\_@vols.utk.edu Alternate email address: \_\_\_\_\_

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

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

2. **Personal Statement:** Submit a typed personal statement explaining your reasons for appealing for retroactive WD and why you did not meet the University's withdrawal options during the term. Your course instructor(s) will receive a copy of this statement.

3. **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.).

4. **Instructor Input:** The Appeals Committee will share your personal statement (but not your documentation) with your instructor(s), and request from the instructor(s) your approximate last date of attendance and her/his input regarding the appeal. You are welcome to communicate with your instructor(s) and inform her/him that you are appealing for retroactive WD.

## 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 share my personal statement with the course instructor(s), and to request and review any documents on file by sources I have revealed in my appeal, including my instructor(s), or by sources that submit a statement of support.
- 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 the Committee receives your application, personal statement, documentation, and faculty input.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Submit application materials to:  
Academic Success Center, 324 Greve Hall  
821 Volunteer Blvd, Knoxville TN 37996-3390  
Phone (865) 974-6641 Fax (865) 974-8285