



PETITION FOR RETROACTIVE WITHDRAWAL

A student with extenuating circumstances has the opportunity to withdraw from all courses following the close of the term. Retroactive withdrawal will be considered only for accidents, illness (physical or mental), serious personal problems, family problems, and military transfer. Employment-related reasons are not acceptable. Supporting documentation must be provided.

Undergraduate students must submit requests to the University Academic Advising Center. Please direct questions to (601) 979-2127 or at studentsuccess@jsums.edu. Unclassified post-baccalaureate, credential candidates, and graduate students must submit requests to the office of Graduate Studies. Please direct questions to (601) 979-2455 or graduate@jsums.edu.

Select the type of withdrawal you are requesting:

RETROACTIVE WITHDRAWAL FROM A COURSE	RETROACTIVE WITHDRAWAL FROM UNIVERSITY
Requires action by Instructor, Chair, and Dean	Student submits Withdrawal From University form Directly to the Office of Registrar and Records, B.F. Roberts or registraroffice@jsums.edu . Requires Action by Appeals and Review Committee.

Name: _____ J#: _____

Contact Phone: _____ Email: _____@jsums.edu

Department & Course #: _____ Term & Year: _____

Reasons for this request are: (Please specify clearly and attach supporting documentation)

Student Signature: _____ Date: _____

**The following signatures are required for a retroactive withdrawal from a single course.*

Instructor: ___ Approve or ___ Deny Signature: _____ Date: _____

Chair: ___ Approve or ___ Deny Signature: _____ Date: _____

Dean: ___ Approve or ___ Deny Signature: _____ Date: _____

Appeals and Review Committee: ___ Approve or ___ Deny

Signature: _____ Date: _____

Please return this form to the registrar's office via the methods noted below.

Processed by _____	Date _____	5/17/2022
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