Retroactive Withdrawal Appeal

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Retroactive Withdrawal Policy
If you experienced severe, unexpected personal or health issues during a term that prevented you from completing your coursework, you may request to have all grades for that term retroactively replaced with **"W" (Withdrawal)** grades on your transcript.

Eligibility & Key Policy Rules

- **All-or-Nothing Approach:** A retroactive withdrawal applies to **all courses** taken in that specific term. You cannot selectively withdraw from individual courses.
- **Extenuating Circumstances Only:** This option is strictly for unforeseen emergencies—it is not intended for simply missing the standard course withdrawal deadline.
- **Degree Conferral Limit:** Retroactive withdrawals cannot be granted for any term prior to a degree you have already earned from CSU-Global.
- **Financial Obligations:** An approved retroactive withdrawal **does not remove or alter** any tuition or financial balance owed to the University.
- **Financial Aid Impact:** Changing past grades to "W" grades can affect your Financial Aid standing and may require a return of financial aid funds.
- **Appeals Choice:** You may request a retroactive withdrawal to protect your GPA, **or** you may submit a Tuition Appeal, but you cannot request both.

How to Submit a Request
To apply for a retroactive withdrawal, follow these steps:

1. **Gather Documentation:** Obtain supporting documentation from a qualified professional (e.g., medical or mental health provider) that attests to your circumstances and outlines a clear timeline showing why you were unable to withdraw by the standard deadline.
2. **Submit via Student Portal:** Complete and submit your request along with all documentation through the Student Portal **within 30 days** of the end of the term in question.
3. **Committee Review:** The Student Appeals Committee reviews all submissions after the term ends and notifies you of their decision to approve or deny the request.

Need More Details?
For full guidelines and forms, visit the Appeals Center - Retroactive Withdrawal page.