

Academic Appeal Form – Retroactive Course Withdrawal with a “W”

The Office of the Dean and the College’s Faculty Committee on Academic Appeals (FCAA) are responsible for reviewing appeals related to exceptions to academic policy under the authority of the College of Arts and Sciences.

Guidelines

- Use this form to file an appeal for a retroactive course withdrawal with a “W.”
- All appeals related to course drops/enrollment adjustments **must** be submitted within 60 calendar days from the semester end date noted on the academic calendar for the semester in question.
- Academic Appeals **must** be submitted directly by the student from their student UM email account. Appeals will not be accepted from anyone other than the student, including parents/guardians, doctors, or attorneys.
- Transcripts cannot be altered once a student has graduated and has a conferred degree. Appeal decisions will be delivered to the student’s UM email account within 30 days of receipt of the appeal.
- The student maintains full responsibility for the impact of an appeal decision, especially as it relates to their account, financial aid, visa status, academic progress, and graduation timeline.

Student Information:

First Name: _____ Last Name: _____ C Number: _____

UM Email Address: _____ Contact Phone Number: _____

Appeal Request:

Semester when course(s) was taken: _____

Course(s) requested: _____

Please check the boxes below to indicate that you are appealing for a retroactive course withdrawal with a “W” and that you have included all required and pertinent information. Incomplete appeals will not be considered.

- I am appealing for a retroactive course withdrawal with a “W.” I understand that retroactive course withdrawals are reserved for extreme, unforeseen circumstances or medical emergencies that would prevent the student from withdrawing by the last day to drop a course with a “W.”
- In my appeal letter I have explained the reasons for my request, and included the course and term information and my name and student ID number.
- I have explained clearly why the extreme, unforeseen circumstances or medical emergency detailed in my appeal letter affected only the course(s) from which I am requesting a retroactive withdrawal.
- I have attached any and all pertinent supporting documentation to this appeal request (if applicable). Pertinent documentation may include, but is not limited to: a letter from a doctor verifying/explaining a medical condition; an email from an instructor giving, e.g., the dates of exams and when exams were returned.

SUBMIT APPEAL TO

Student Academic Services, College of Arts and Sciences, Ashe 140 [in-person submission]
sas.as@miami.edu [electronic submission]

I attest that the information and documentation provided is true and accurate to the best of my knowledge. I understand that any falsification or misrepresentation of the facts will result in an appeal denial and could be subject to additional actions per the undergraduate honor code.

Student Signature

Date