

Retroactive Academic Action Information

General Information

- No tuition or general student fees shall be refunded in cases where withdrawal occurs after the deadline stated in the Board of Trustees policy, except for students in grave circumstances who demonstrate that, for reasons beyond control, they are utterly unable to continue their education programs.
- A student must be withdrawn from the University for the semester requesting a refund before the request can be considered.
- Tuition and fees will not be refunded for courses that have already been completed earlier in the semester and for which a final grade has been earned.
- Only circumstances fitting one of the conditions listed below will be considered for any retroactive changes. Supporting documentation must be provided to the Retroactive Academic Actions Appeals Committee.
- In any case, you must complete both pages of the Retroactive Academic Action Petition and be submit your supporting documentation to the Graduate Registration Office before any consideration will given.

Criteria for Retroactive Academic Action Requests

- 1. Accident or illness occurring prior to the withdrawal deadline which incapacitated the student and made it impossible for them to withdraw prior to the deadline.
- 2. Accident or illness in the student's immediate family that occurs prior to the withdrawal deadline and is of such nature as to prevent the student from continuing their education.
- 3. Emotional or psychological trauma resulting from an incident which occurred prior to the deadline and for which the student is undergoing counseling or therapy.
- 4. A disciplinary, academic, or financial aid termination appeal that is not accepted if the appeal was initiated prior to the withdrawal deadline.
- 5. Induction into military service for a period not less than six months.
- 6. To add a course after the deadline.
- 7. To switch sections after the deadline.

Documentation Examples

- Written verification from a physician as to the accident or illness to the student or in the student's immediate family and the student's inability to withdraw prior to the deadline.
- Written verification from a physician or counselor supporting the conditional of emotional or psychological trauma that substantiates the incident occurred prior to the deadline.
- Copy of letter denying disciplinary, academic, or financial aid termination appeal with verification the appeal was filed before the deadline.
- Written correspondence from the military which verifies when the student is to report for military service and the length of time the student is expected to serve.



Register's Signature:

Graduate Registration gradregistration@siu.edu

Retroactive Academic Action Petition

Graduate School
Student Services Building, Room 325
1263 Lincoln Drive MC 4701
Carbondale, Illinois 62901

Email to: gradregistration@siu.edu									
Name:			Dawg Tag:						
	s:								
			Email Address:						
Briefly state the	e nature of your appea	l (must also completo	e the petition and pr	ovide supporting	g documentation)				
Student's Signa	ture:			 Date:					
	ır:								
<u>CRN</u>	Course Subject	Course Number	Section Number	Credit Hours	Add/Drop				
Instructor's Con	nments: oval: Yes No		or individual course	adds only) Grade	·				
• •	ature:								
Appeals Commi Submit It is the retroact the Final your fire the Grand Financial	wing steps must be contitee both pages of the e student's responsibilitive academic action and ancial Aid Office and mancial aid. This form aduate School. Studental Aid representative steals are final and will necessity.	retroactive academicality to provide appropriate appropriate and information states with a represent must be completed at a completing adds signature.	c action petition and opriate documentate sheet). If you receive tative to review the by the Financial Aironly are exempt from the second only are exempt from the second of	nd appropriate ion for review (ed financial aid, impact of any ref d representative	documentation. please review th you must contactive action o before review b				
Financial Aid Re	epresentative's Signatu	ıre:		Date:					
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Drop Date:	Add	ditional Comments: _							

Graduate Registration gradregistration@siu.edu

Retroactive Academic Action Petition

(Describe your circumstances on this sheet)

Revised: 11/22/2024