RETROACTIVE RESIGNATION

Policy Id:
Reg.014 – Retroactive Resignation

Contact:
Office of Registrar

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RETROACTIVE RESIGNATION

Policy
The College acknowledges that students sometimes cannot meet the deadlines for course withdrawals due to circumstances beyond their control. The Retroactive Resignation policy is in place to accommodate the unique needs of our students. Students who have either missed the deadline for withdrawal or wish to withdraw from courses in a prior semester must apply for retroactive resignation and provide documentation. Retroactive resignations are generally granted only once during a student’s college career. In certain cases, students may be asked to provide additional information.

In addition, if the retroactive resignation is approved, students who received financial aid for the semester in question may be required to return any financial aid monies received. Processed retroactive resignations may also affect future financial aid eligibility. Where applicable, approved retroactive resignations will go through a financial aid eligibility check before the retroactive resignation is processed. If students are not eligible for the financial aid monies received for the semester in question, the student must make full payment of the outstanding balance before the retroactive resignation is processed.

Approved retroactive resignation will be granted a grade of W for all courses in the semester in question. Grade of W will not be granted until the outstanding balance is paid.

Submitted retroactive resignations will be reviewed by the Retroactive Resignation Committee. The Committee is chaired by the Vice President for Enrollment Management Students and composed of the Deputy Registrar and a financial aid counselor. This committee meets approximately once a month during the school year. Students will be informed in writing of the committee’s decision.

Procedure
Application and documentation can be submitted in-person at the Jay Express Services Counter. Mail-in application and documentation must be mailed to the Office of Registrar. Completed applications will be forwarded to the committee for review.

Student must complete a Retroactive Resignation Application and submit a written statement which details the reason for applying for retroactive resignation for the specific semester. Relevant documentation that supports the written statement must be submitted where applicable. For example, a student who was called to the New York City Police Department might submit a copy of their appointment letter. Requests without supporting documentation have a much smaller likelihood of being approved. Photocopies of documentation can be submitted. Retroactive resignations are reviewed for completeness by the Office of the Registrar.

RETROACTIVE RESIGNATION APPEAL
Students who wish to appeal the denied application must do so in writing. Students must include a personal statement along with photocopies of submitted and additional documentation to the Office of Vice President for Student Affairs for review.