

Request for Late Add or Retroactive Withdrawal

*** Instructions and Overview ***

Requests are to be submitted to:

Mailing Address: University of Alaska Anchorage OR Physical Address: 3901 Old Seward Highway
 Office of the Registrar Anchorage, Alaska 99503
 3211 Providence Drive Scan and Email to:
 Anchorage, Alaska 99508 uaa.registration@alaska.edu

The information below is intended to provide a description of the process and reasons that may support a request. Exceptions are not automatic and will be granted on case-by-case basis in light of circumstances and documentation.

Students are required to provide supporting documentation with this request to substantiate the reasons for being unable to meet published deadlines or adhere to current policies. Requests without documentation may be returned and not considered.

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a Request for Late Add or Withdrawal is no later than one academic year following the semester in which the course was offered. (Note: *Requests that are not received within this timeframe will not be considered.*)
3. Requests for refunds must be applied for separately through [Petition for Refund of Tuition and or Late Fees](#).
4. Decisions will be made solely on supporting documentation provided. In all cases a personal statement from the student is required summarizing the situation and explaining the need for an exception.
- 5.

Reason for Request	Minimum Supporting Documentation Required
Advising error	Academic advisor's written confirmation and explanation of advising error.
Crisis situation	Letter on letterhead from legal, medical, or other relevant professional. Police report, court order, visa, airline ticket, or other relevant documents.
Death of <i>immediate family member</i> *	Dated copy of death certificate published obituary, or memorial folder. (If student's last name differs, documentation required that establishes immediate family relationship to the deceased).
Financial difficulties	Documentation of university error directly causing the financial problem. <u>Please note:</u> Financial exceptions are rarely approved, unless there are special circumstances; students are responsible for managing personal finances.
Instructional difficulties	<u>Supporting information and recommendation by department chair or dean</u>
Job conflict	Employer's letter on letterhead confirming date and necessity of job changes. <u>Please note:</u> Voluntary work schedule changes or commitments made by the student are rarely approved unless exceptional circumstances can be documented. Students are responsible for management of personal scheduling that may impact educational commitments.
Medical condition (student or <i>immediate family member</i> * only)	Doctor's letter on letterhead verifying nature of condition and dates of treatment.
Military duty	Copy of official order to report for active duty.
Other reason	Written documentation from relevant officials or entities on company letterhead or similar.
Registration problems	Relevant supporting documentation, e.g. email or other correspondence with university personnel about registration intentions or difficulties.

* Please note: *Immediate family* is defined as father, mother, brother, sister, husband, wife, domestic partner, son or daughter.

6. A request will only be approved if the requester can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose or came to light after published deadlines. Work-related issues, financial hardship, and failure to read UAA's documents generally do not present justifiable reasons to support an exception request.
7. Reconsideration of an adverse decision must be in writing, provide additional documentation not presented in original request and be received within 10 working days of the day the decision is mailed or otherwise distributed to the student. Reconsiderations of community campus decisions are at the discretion of the Campus Director and should be routed as described in the notification letter. All other reconsideration requests may be emailed, delivered in person or mailed to:

Lindsey Chadwell, Interim University Registrar
 3211 Providence Drive , Anchorage, Alaska 99508
lchadwell@alaska.edu

- o Reconsiderations will be reviewed within 5 business days of receipt.
- o Notification will be to the preferred email accounts.
- o The decision is the final decision for the University.