

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar 3211 Providence Drive, Anchorage, AK 99508

Request for Late Add or Retroactive Withdrawal

It is the student's responsibility to ensure the accuracy of his/her class schedule each term and comply with all university regulations and deadlines. Being unaware of university procedures and deadlines or modification of the record for the sake of appearance does not constitute justification for an exception to policy. The university is obligated to ensure the integrity of the transcript as a historical document. Therefore, the transcript must reflect the actual history of your experience at the university. Information submitted with this request may be shared with UAA's Title IX Coordinator if appropriate. For additional information regarding Title IX, please see the [university catalog](#).

Section 1: Instructions

The information below is intended to outline this process and reasons that may support a request.

1. 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. Requests that are not received within this timeframe will not be considered.
2. Exceptions are granted on a case-by-case basis in light of circumstances and documentation provided by the student. Decisions will be made solely on supporting documentation provided to substantiate the reason(s) for being unable to meet published deadlines or adhere to current policies. Requests without minimum supporting documentation will not be considered.
3. It is the responsibility of the student to check with the Office of Financial Aid and Military & Veteran Student Services prior to submitting this request to determine if a registration adjustment will affect eligibility. Adjustments are rarely made for approved requests. Students may not request a refund after an approved late add request has been processed.
4. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
5. Requests for refunds must be applied for separately using the [Petition for Refund](#).

| 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; other relevant documents |
| Death of immediate family member (defined as father, mother, brother, sister, husband, wife, domestic partner, son or daughter) | 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 | Supporting information and recommendation by department chair or dean |
| Job conflict | Employer's letter on letterhead confirming date and necessity of job changes. <u>Please note:</u> Exceptions on the basis of 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 immediate family member as defined above) | 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) |

6. A request will only be approved if the requester can demonstrate unanticipated and unavoidable circumstances beyond the student's control that prevented the student from meeting 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.

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar 3211 Providence Drive, Anchorage, AK 99508

Section 2: Identify Course(s) and Provide Personal Statement

Name

UA Student ID

Email Address

Daytime Phone Number

This request is for: Fall Spring Summer Year: _____

| CRN | SUBJ | Course # | Late Add | Retroactive Withdrawal |
|-----|------|----------|----------|------------------------|
| | | A | | |
| | | A | | |
| | | A | | |

| CRN | SUBJ | Course # | Late Add | Retroactive Withdrawal |
|-----|------|----------|----------|------------------------|
| | | A | | |
| | | A | | |
| | | A | | |

A personal statement from the student is required summarizing the situation and explaining the need for an exception. Type or clearly write your personal statement in the box below or attach another page.

I last attended class(es) on: _____ (MM/DD/YY)

I understand that UAA will contact me at my preferred email address regarding the outcome of this request. I have confirmed my preferred email address is up-to-date in UAOnline (Personal Information tab).

I have provided a personal statement that outlines my request and need for an exception. I understand this request will not be considered if incomplete or submitted without minimum supporting documentation.

Student signature: _____ Date: _____
(Signature must be handwritten or DocuSign. No other electronic signatures accepted.)

Submit this completed form:

- via email to uaa.registration@alaska.edu
- by mail to University of Alaska Anchorage, Office of the Registrar, 3211 Providence Drive, Anchorage, AK 99508
- in person at the University Center, 3901 Old Seward Highway, Anchorage, AK 99503 or to your local campus