



Retroactive Resignation Application Guidelines

The Retroactive Resignation process is for students who would like to withdraw from all courses taken in a prior semester due to extenuating circumstances. The College is obligated to ensure the integrity of the transcript as a historical document.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 college. It is the student's responsibility to ensure the accuracy of their class schedule at the beginning of the term, and comply with all university regulations and deadlines. Being unaware of the College's procedures and deadlines or modification of the record for the sake of appearance does not constitute justification for an exception to policy. Information submitted with this request may be shared with the Title IX Coordinator if appropriate. For additional information regarding Title IX, please see <http://www1.cuny.edu/sites/title-ix/campus/john-jay-college-of-criminal-justice/>.

The information below is intended to outline the guidelines for this application.

1. The deadline to submit a Retroactive Resignation Application is no later than seven academic years following the semester in which the course (s) was taken. Requests that are not received within this timeframe **will not be considered**.
2. A student may only receive a maximum of two Retroactive Resignation request within their academic career at John Jay College of Criminal Justice.
3. A detailed typed statement is **required** explaining the request for the appeal. Retroactive Resignation Applications submitted **without explanation or details will not be considered**.
4. Relevant documentation to support the request is also **required**. See SECTION B on the application.
5. The submission of the Retroactive Resignation Application does not eliminate any outstanding charges nor does it **provide the basis for requesting a refund**. All refunds of tuition and fees are made in accordance with the Fee Schedule in the Bulletin. If the Retroactive Resignation Application is approved, the student may be required to return some or all financial aid received for that semester.
6. Circumstances generally **not** sufficient to support an appeal include, but are not limited to:
 - a. Being unaware of registration and/or tuition due dates
 - b. Insufficient financial aid or inability to pay tuition bill.
 - c. Lack of familiarity with lack of college policies and procedures
 - d. Withdrawal from a class or (classes) to avoid failure/low grades or dissatisfaction with an instructor
7. The semester applicable for Retroactive Resignation cannot be the current semester.
8. A Retroactive Resignation does not allow you to withdraw from individual classes. If the Retroactive Resignation is approved, students will receive an official withdrawal grade (W).
9. **The submission of a request does not guarantee approval.**



Retroactive Resignation Application

Refer to the instructions on page 1 before completing this application. A typed written personal statement and supporting documentation must be submitted with this application in order for your request to be reviewed. Submit the completed application to retro@jjay.cuny.edu.

SECTION A			
LAST NAME		FIRST NAME	
EMPLID	TELEPHONE	EMAIL ADDRESS	
STREET ADDRESS		CITY & STATE	ZIP CODE
THE REQUEST IS FOR: SPRING 20 ____ WINTER 20 ____ FALL 20 ____ SUMMER 20 ____			

I understand I may be liable for full or partial tuition for the semester for which I am seeking the Retroactive Resignation. I also understand there may be financial aid penalties upon approval.

Student Signature: _____ Date: _____

SECTION B	
IDENTIFY EXTENUATING CIRCUMSTANCE(S) (Check all that apply)	MINIMUM SUPPORTING DOCUMENTS (required)
<input type="checkbox"/> Medical Condition(s)	A letter from a medical professional, on letterhead, verifying the nature of restrictions(s) and dates of treatment. Specific diagnosis is not required.
<input type="checkbox"/> Death of immediate family member (defined as parent, sibling, spouse or domestic partner, child, or close relative)	A copy of the death certificate.
<input type="checkbox"/> Military Obligations	Copy of official order to report for active duty.
<input type="checkbox"/> Crisis Situation	Letter on letterhead from legal or other relevant professional; police report; court order; visa; airline ticket; other relevant documents.
<input type="checkbox"/> Other Circumstances	Written documentation from relevant officials or entities on company letterhead or similar.

****DO NOT WRITE BELOW THIS LINE****		
APPLICATION STATUS		
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	PENDING <input type="checkbox"/>