

Retroactive Change in Unit Value

There are times when a student has enrolled in a variable unit class for a unit value that needs to be either increased or decreased retroactively. For stipulated reasons that are documented, a student may petition to retroactively change the unit value in a variable unit class. The University Petition form which follows is used for several different types of petitions. **The following instructions apply to submitting this form for Retroactive Change of Unit Value in a class.**

Instructions for submitting this petition:

- 1) Download the **University Petition** and the **Miscellaneous Fee Assessment** forms that follow.
- 2) **Complete the top section** of the University Petition form with your personal information.
- 3) **Select Type of Petition:** check Retroactive Change in Unit Value
- 4) **Complete Section C only.** (please be sure to **sign the form** at the bottom of Section C)
- 5) **Attach any relevant documentation you may have that supports the information stated in Section C.**
- 6) **Fill out the Miscellaneous Fee Assessment form** with your name and student ID number.
- 7) **Take both forms to Student Financial Services (UH-180)** to pay petition filing fee.

Please Note: When filing multiple petitions, if the classes occurred in different semesters, the petition filing fee is \$20 per semester.

- 8) **Submit petition form and proof of payment to Admissions & Records (LH-114).**

If you are submitting this petition by mail:

- Follow instructions above for steps 1. through 6.
- Mail petition form, documentation, Miscellaneous Fee Assessment form and fee payment check (payable to 'CSUF') to:
California State University, Fullerton
Attn: Student Financial Services
P.O. Box 6808
Fullerton, CA 92834-6808

*Download forms that follow: **University Petition***

Miscellaneous Fee Assessment

UNIVERSITY PETITION

Students may petition for review of certain university academic regulations when unusual circumstances exist. **IMPORTANT:** Submitting a petition is not a guarantee of its approval. Petitions can take up to 6 months for processing. Petitions can either be granted or denied.

INSTRUCTIONS: 1) Complete petition form 2) Pay \$20 Petition filing fee to Student Financial Services; return petition and proof of payment to A&R

ADDITIONAL FEES REQUIRED IF PETITION IS GRANTED

- Retroactive Change of Grade Option or Retroactive Increase/Decrease in Unit Value: \$20 Administrative Late Fee Required
- Retroactive Add: \$20 Administrative Late Fee required (when adding a class to a semester that already has enrolled classes)
 OR \$25 Late Registration Fee required (when adding a class to a semester in which the student has no enrollment yet)
- The student is also responsible for payment of any applicable course fees that may result related to the retroactive change

STUDENT INITIALS REQUIRED

I HAVE READ THE FEE INFORMATION STATED ABOVE.

PLEASE PRINT CLEARLY:

Date _____

Name _____

Student I.D. Number _____

Address _____

Telephone _____

City _____ State _____ Zip Code _____

Area Code _____ Number _____

Major _____

SELECT TYPE OF PETITION: Please check below the type of petition you are submitting. CHECK ONLY ONE PETITION TYPE

- Retroactive Add**
Complete SECTION A below
- Retroactive Change of Grade Option**
Complete SECTION B on reverse side
- Retroactive Change in Unit Value**
Complete SECTION C on reverse side
- Other**
Complete SECTION D on reverse side

SECTION A - RETROACTIVE ADD FOR A CLASS

(ONE CLASS PER FORM)

This petition **requires** an explanation of the registration actions that you did, or did not, take at the time. Please answer the following questions:

Schedule Number _____
Dept /Course Number _____
Semester _____
Instructor _____

Did you attempt to register for this class during the semester?

Yes - If yes, what specific steps did you take to register – please provide details of steps taken, dates, any assistance from campus offices, etc.

(please continue on a separate sheet of paper, if needed)

No - If no, why not?

(please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ Student signature _____

This section for A&R use only

Committee Decision

Date _____

- _____ 1. Your petition is granted.
- _____ 2. Your petition is granted after cash payment of a \$20 late fee, or \$25 late registration fee, and any course applicable fees (see top of form).
 - Please take this form to Student Financial Services (UH-180) to complete the transaction.
 - Please take this form to University Extended Education – Registration Office (CP-100) to complete the transaction.
- _____ 3. No action has been taken on your petition. Please see 'Comments' below for further information.
- _____ 4. Your petition is denied. Please see 'Comments' below for reason for denial.

Comments: _____

Records Use Only: Date _____ ER# _____

Admissions & Records Official's Signature _____

SECTION B – RETROACTIVE CHANGE OF GRADE OPTION

Schedule Number _____
Dept./CourseNumber _____
Semester _____
Instructor _____

Can petition to change: FROM 'credit/no credit' TO letter grade ONLY.

Cannot petition to change: FROM letter grade TO 'credit/no credit'
FROM letter grade TO 'Audit'

This course meets a requirement in: (check one of the following)

- General Education Major Minor

Why did you register for a grade option that you now need to change?

_____ (please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ **Student signature** _____

SECTION C – RETROACTIVE CHANGE IN UNIT VALUE

Schedule Number _____
Dept./Course Number _____
Semester _____
Instructor _____

Requesting change in unit value: From: _____ unit(s) To: _____ unit(s)

Why did you register for a unit value that you now need to change?

_____ (please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ **Student signature** _____

SECTION D – OTHER

- Use this section** for: (some examples) - English Writing Proficiency (EWP) requirement - exception
- University graduation requirement (not a major requirement, not a GE requirement) - exception
- Catalog year - exception

- Do not use this section** for: - Course substitutions in your major department (contact an advisor in your major department)
- Issues related to GE requirements (use the GE Variation petition form)

Student Request: _____

_____ (please continue on a separate sheet of paper, if needed)

Reason(s) for this request – please be specific and clear. Please attach any relevant documentation to verify the reasons you are making this request.

Reason(s) for request: _____

_____ (please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ **Student signature** _____



California State University, Fullerton - Office of Admissions and Records
MISCELLANEOUS FEE ASSESSMENTS

OFFICE USE ONLY
 WEB - OK TO PAY
 PETITION FEE ONLY

Please pay the processing fee at the Student Financial Services Office and return this form to the appropriate office.

NAME: _____ **STUDENT ID:** _____

Sign here only to authorize the printing of your Social Security Number on your verification: _____

<small>Office Use Only</small>	<u>ACCT</u>	<u>FEE</u>	<u>AMOUNT</u>	<u>OFFICE</u>
	849	<input type="checkbox"/> Early Grad Verification/Schedule Letter	\$10	Graduation Unit - LH-114
	848	<input type="checkbox"/> Graduation Update Fee	\$10	Graduation Unit - LH-114
	881	<input type="checkbox"/> #*Enrollment Verification Fee - Current Term Only	\$10	A&R Service Center - LH-114
	881	<input type="checkbox"/> #*Enrollment Verification Fee - Prior Terms: ____ Total History, or ____ Designated Terms _____ <small>please specify</small>	\$10	Records Office - LH-114
	881	<input type="checkbox"/> Degree Verification Fee	\$10	Records Office - LH-114
	211	<input checked="" type="checkbox"/> Petition Fee (Retroactive Add, Retroactive Withdrawal, G.E. Variation, Reactivate Grad Check, Postgraduate Credit, etc.) CASH, MONEY ORDER, OR PERSONAL CHECKS	\$20	A&R Service Center - LH-114
	210	<input type="checkbox"/> Replacement Fee	\$2	A&R Service Center - LH-114
	211	<input type="checkbox"/> Graduate Change of Objective Fee	\$10	Records Office - LH-114
	211	<input type="checkbox"/> Administrative Late Fee CASH, MONEY ORDER, OR PERSONAL CHECKS	\$20	Graduation Unit - LH-114 (Late Grad Check only)

THIS PRINTED VERSION TO BE USED ONLY FOR PETITION FEE PAYMENT