

## Retroactive Change of Grade Option

The deadline for selecting the grade option in a class is published in the registration guide each semester (in the Semester Calendar section) and is usually no later than the end of the second week of classes. During these first two weeks of the semester, a student can make a change of grade option online. After that point, a student may petition to retroactively change the grade option in a class only when a letter grade is required in a class in order to bring the class into compliance with University regulations:

- **Only a change from CR/NC to a letter grade is eligible for a petition**  
Petitions are not accepted to request a change from letter grade to credit/no credit.
- **The class being petitioned** for a retroactive grade option change must be one that requires a letter grade in the class to meet a requirement for GE, the declared major or minor; the change in the grade option therefore is necessary to bring the class into compliance with University regulations.

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 Grade Option.**

### Instructions for submitting this petition:

- 1) Download the **University Petition** and **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 of Grade Option**
- 4) **Complete Section B only.** (please be sure to **sign the form at the bottom of Section B**)
- 5) **Fill out the Miscellaneous Fee Assessment form** with your name and student ID number.
- 6) **Take both forms to Student Financial Services (UH-180)** to pay the petition filing fee.

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*Please Note: When filing multiple petitions, if the classes occurred in different semesters, the fee is \$20 per semester (not per class).*

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- 7) **Submit University 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 5.
- Mail completed University Petition form, 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 \_\_\_\_\_

Area Code

Number

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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"/> <b>Petition Fee (Retroactive Add, Retroactive Withdrawal, G.E. Variation, Reactivate Grad Check, Postgraduate Credit, etc.)</b> <b>CASH, MONEY ORDER, OR PERSONAL CHECKS</b>	<b>\$20</b>	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 <b>CASH, MONEY ORDER, OR PERSONAL CHECKS</b>	\$20	Graduation Unit - LH-114 (Late Grad Check only)

**THIS PRINTED VERSION TO BE USED ONLY FOR PETITION FEE PAYMENT**