

Retroactive Withdrawal

This petition requires:

- **Eligible grade:** *Only the following grades are eligible for a retroactive withdrawal petition:*

'WU' 'U' 'I' 'IC' 'NC*' (this is different from 'NC'), 'I' that converted to 'F' (historical)

These grades mean:

'WU'–Withdrawal Unauthorized; 'U'–Unauthorized Incomplete (no longer assigned); 'I' – Incomplete Authorized (student did not complete the class in the standard term and the course professor has allowed the student additional time to complete course requirements); 'IC'–Incomplete Charged ('I' that has not been completed converts to 'IC', which is equivalent to 'F' in GPA calculation); 'NC*'– (when a 'WU' is assigned to a 'CR/NC' class, NC* appears on the academic record and is eligible for a retroactive withdrawal petition *(The standard 'NC' is an earned grade and is NOT eligible for a retroactive withdrawal petition; 'I' that converted to 'F' – (historical)*

Please Note: *Ineligible grades: Courses with the following grades cannot be petitioned for retroactive withdrawal: 'W' 'NC' 'RD' letter grades 'A' through 'F'*

- **Serious and compelling circumstances** that severely impacted academic performance during the semester being petitioned. This statement of circumstances is to be written by the student submitting the petition. The student statement is mandatory, but by itself is not a form of independent documentation. (please see below).
- **Independent documentation** (from a source other than the student) submitted with the petition to verify the severity and duration of the circumstances described (Examples: depending on your circumstances, this may include medical documentation, employment verification, legal documents, financial documents, etc)

Please Note: *If you submit your petition without independent documentation of any kind, your petition will be returned as incomplete and unable to be reviewed.*

- **Timely submission** of the petition within 30 days after the first day of the following term – **see petition form that follows for additional submission time guidelines.**
- **Explanation of delay**, in cases where the petition is not submitted according to the guideline stated above.

Instructions for submitting this petition:

- 1) Download the **Petition for Retroactive Withdrawal** and the **Miscellaneous Fee Assessment** forms that follows.
- 2) Complete **Sections A and B on the front side of the form** (be sure to read and initial the 'Time Limits for Submission' box).
- 3) Complete **all of the back side of the form**.
- 4) Use the '**Student self-Check for Petition Completion**' at the bottom of the back side of the form to make sure you have provided all information for this petition.
- 5) **Sign and date your petition form**.
- 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, documentation 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: **Petition for Retroactive Withdrawal***

Miscellaneous Fee Assessment

PETITION FOR RETROACTIVE WITHDRAWAL

Students may petition for review of certain university regulations when serious and compelling circumstances exist. To submit this petition please: **1) complete sections A and B on this page, and all of page 2 (reverse side of this form)**

2) Pay the \$20 petition fee at Student Financial Services

3) Submit your petition, required documentation and proof of petition fee payment to Admissions & Records

The petition process may take as long as six months for completion. Petitions are reviewed by the University Petitions Committee. You will be informed of the petition decision by mail. Please be aware that submitting a petition is not a guarantee that it will be granted. Petitions can be either granted or denied.

A. Please print below for use in window envelope

Date _____

Name

Student I.D. Number _____

Address

Telephone _____
Area Code Number

City

State

Zip Code

Major _____

B.

(ONE COURSE PER FORM)

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

Grade for the course must be eligible for petition process – Eligible grades for the petition process are listed below:

CIRCLE THE GRADE CURRENTLY ON YOUR RECORD FOR THIS CLASS: WU L IC NC* (not NC) RP

Approximate date you stopped attending/participating in this course: _____

Did you stop attending/participating during the last three weeks of the semester? _____ Yes _____ No

TIME LIMITS FOR SUBMISSION

PREFERRED PERIOD:

Petitions should be submitted by the fourth week of the semester that immediately follows the term being petitioned.

EXTENSION PERIOD:

If the deadline indicated above is not met, the extension period provided is as follows:

- If you have already graduated from CSUE, petitions are to be submitted no later than 12 months from date of graduation.

- If you have not graduated from CSUE, petitions are to be submitted no later than 5 years from the semester being petitioned

AFTER THE EXTENSION PERIOD:

If a petition is submitted that exceeds the Extension Period, it is very unlikely that the petition will be granted.

_____ Student Initials

THIS SECTION FOR A&R USE ONLY

Committee Decision

Date _____

_____ 1. Your petition is granted. **This petition does *not* release any financial obligation.**

_____ 2. No action has been taken on your petition. Please see 'Comments' section below.

_____ 3. Your petition is denied. Please see 'Comments' section below.

COMMENTS:

- STUDENT STATEMENT

A description of your serious and compelling circumstances is required. Your statement should also include, but not be limited to, information that addresses the following items:

- 1) *Why did you not withdraw from this class by following standard withdrawal procedures at the time?*
- 2) *If you completed any class(es) during the term, why were you able to complete other classes that semester, but not the class(es) you are now petitioning for retroactive withdrawal?*
- 3) *If your petition is for a class with a grade of 'I': Why are you not completing the requirements for this class?*

Student statement:

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

- INDEPENDENT DOCUMENTATION

The student statement above is not documentation. Depending on the circumstances you have described, some examples of independent documentation might include: medical paperwork, employment verification, legal or financial documents, etc

- EXPLANATION OF DELAY

If submitting this petition after the fourth week of the semester that immediately follows the term being petitioned, please explain the reason for delay (please refer to the 'TIME LIMITS FOR SUBMISSION' section on the reverse side of this form).

Reason for delay in submitting petition: _____

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

- NUMBER OF 'W's (WITHDRAWAL) ON YOUR RECORD (undergraduate students only)

Since there is a limit of 18 units of 'W' an undergraduate student may have on record FROM FALL 2009 FORWARD, please indicate the number of 'W's you already have on your record in that time period:

_____ *Number of 'W's on my record, from Fall 2009 forward* *Maximum limit = 18 units of 'W'*

STUDENT SELF-CHECK FOR PETITION COMPLETION & SIGNATURE

My petition includes:

- Grade in class that is eligible for the retroactive withdrawal petition process - see reverse side of this form
- Initials in 'Time Limits for Submission' section - see reverse side of this form
- Student statement of serious and compelling reason or circumstances for filing this petition, and answers to the questions listed
- Independent documentation attached for circumstances described in student statement
- Explanation of Delay if applicable, based on criteria stated above
- Number of 'W's on record indicated - for undergraduate students only
- Student signature below
- Proof of petition fee payment - \$20.00 paid to Student Financial Services

I understand that if my petition lacks any of the above items, it will be returned to me without action
PLEASE NOTE: The petition fee is non-refundable.

STUDENT SIGNATURE _____ DATE _____



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: _____

<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