

## Petition for Retroactive Withdrawal

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The information below explains the criteria for submitting a Retroactive Withdrawal petition. It is important to review these criteria before completing the petition form, to determine whether or not your circumstances meet the guidelines for using this process.

### **This petition requires:**

#### **1. Time limits for submission:**

**Preferred Period:** Submit petition no later than the fourth week of the semester that immediately follows the term in which you took the class you are petitioning.

**Extension Period:** If the deadline above is not met, the Extension Period is as follows:

- **If you have not yet graduated from CSUF:** Submit petition no later than 5 years from the semester being petitioned.
- **If you have graduated from CSUF:** Submit petition no later than 12 months from your CSUF graduation date.

**After the Extension Period:** Petitions submitted after the Extension Period are very unlikely to be granted.

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#### **2. Eligible grade: Only the following grades are eligible for a retroactive withdrawal petition:**

**'WU'**      **'U'** (historical)      **'I'**      **'IC'**      **'I' that converted to 'F'** (historical)

**'NC\*'** (this is different from 'NC')

(an 'NC' without the \* is not an eligible grade for submitting a retroactive withdrawal petition)

**'RP'** (only graduate students may submit a Retroactive Withdrawal petition for a class with this administrative symbol)

**These grades mean:**

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**'WU'**- Withdrawal Unauthorized – The student was officially registered in the class, did not officially withdraw from it, but failed to complete it. The most common use of this administrative symbol is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of a letter grade (A - F).

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**'U'** - (historical grade symbol – replaced by the use of 'WU', effective Fall 2002)

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**'I'** - Incomplete Authorized – The student did not complete the class in the standard term and the course professor has allowed the student additional time to complete course requirements.

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**'IC'** - Incomplete Charged – An 'I' that has not been completed within the allowed time limit converts to 'IC', which is equivalent to 'F' in the GPA calculation.

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**'I' that converted to 'F'** - (historical grade symbol – replaced by the use of 'IC', effective Fall 2002)

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**'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 that means 'No Credit' and is NOT eligible for a retroactive withdrawal petition.)**

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**'RP'** - Report in Progress (**eligible grade only for petitions submitted by graduate students**) - This symbol is used for thesis, project, and similar courses in which assigned work frequently extends beyond a single academic term.

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**Please Note: Ineligible grades: Courses with the following grades cannot be petitioned for retroactive withdrawal: 'W' 'NC' 'RD' letter grades 'A' through 'F' 'RP' (on an undergraduate student record)**

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3. **Serious and compelling circumstances AND independent documentation of circumstances**

- You must answer Questions 1. through 6. listed on the petition form. You may continue your answers on a separate sheet of paper, if needed. **Do not leave blank any of the questions in this section.**
- You must provide **independent\*** documentation to verify the serious and compelling reasons you have described.

**\*IMPORTANT:** Independent documentation is written information provided by a third-party source. Letters from family members or friends are not considered independent documentation for a petition.

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4. **Available withdrawal units (undergraduate students only)**

Effective Fall 2009, CSU Chancellor's Office policy limits undergraduate students to a maximum of 18 units for withdrawing from classes. 'W's on the CSUF record prior to the Fall 2009 semester do not count against the 18-unit 'W' limit. **The number of 'W' units a student is seeking to withdraw from by filing Retroactive Withdrawal petitions is constrained by the number of 'W' units that the student has not yet used under the 18-unit limit.**

**Please go to your Student Center to view your use of 'W's': Under the 'other academic' drop-down box, select the 'Withdrawals/Repeats' link. Write the number of W's used, and the number left for use, on your petition in the space provided. If you need assistance finding this information, please contact Admissions and Records (LH-114).**

**Please Note:** If your submitted petition lacks any of the information required for this process, your petition may be returned to you without review, along with an explanation of the additional information needed. When all necessary information is obtained, you may resubmit the petition without an additional fee.

## **PREPARING THE PETITION**

- 1) Print out the two forms that follow: a) University Petition for Retroactive Withdrawal  
b) Miscellaneous Fee Assessments
- 2) **Section A. - TIME LIMITS FOR SUBMISSION** (top section of the form) – Read and initial
- 3) **Section B. - Provide requested information.**
- 4) **Section C. - Provide course, grade currently on record, and approximate last of attendance in the class.**  
**IMPORTANT: The grade currently on record for the class you are petitioning for retroactive withdrawal must be a grade that is eligible for this petition process. The only grades eligible for using this petition are listed in the introductory information above, as well as on the petition form itself. Please check your record, before filling out this form, to make sure that each class you are petitioning for retroactive withdrawal has a grade that is eligible for this process.**
- 5) **Section D. (undergraduate students only) – Provide the required information on your use of 'W's from Fall 2009 forward.**
- 6) **Section E. - Your student statement is comprised of your responses to Questions 1. through 6.**
- 7) **Section F. - Student signature required.**
- 8) **Fill out the Miscellaneous Fee Assessments form** with your name and student ID number.
- 9) **Take all documents to Student Financial Services (UH-180) and pay petition fee.**
- 10) **Submit petition, all related documents and proof of payment to Admissions & Records (LH-114).**

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## **Retroactive Withdrawal Petition Fees**

### **If submitting petitions for more than one class:**

- If all classes being petitioned occurred in the same semester, there is just one \$20 fee.
- If the classes being petitioned occurred in different semesters, the fee is \$20 for each semester in which you are petitioning a class (or classes) for retroactive withdrawal.

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### **If you are submitting this petition by mail:**

- Follow instructions above under 'Preparing the Petition' (steps 1. through 8.)
- Make check for petition fee payable to 'CSUF'
- Mail petition form, all related documents, Miscellaneous Fee Assessments form and fee payment check to:  
California State University, Fullerton  
Attn: Student Financial Services  
P.O. Box 6808  
Fullerton, CA 92834-6808

## PETITION FOR RETROACTIVE WITHDRAWAL

- Petitions are reviewed by the University Petitions Committee. You will be informed of the petition decision by mail.
- **Submitting a petition is not a guarantee that it will be granted. Petitions can be either granted or denied.**
- The required \$20 petition fee must be paid to Student Financial Services (UH-180) before submission of the petition, along with proof of payment, to Admissions & Records (LH-114).

### A. TIME LIMITS FOR SUBMITTING RETROACTIVE WITHDRAWAL PETITIONS:

**Preferred Period:** Submit petition no later than the fourth week of the semester that immediately follows the term in which you took the class you are petitioning.

**Extension Period:** If the deadline above is not met, the Extension Period is as follows:

- If you **have not yet graduated from CSUF:** Submit petition no later than 5 years from the semester being petitioned.
- If you **have graduated from CSUF:** Submit petition no later than 12 months from your CSUF graduation date.

**After the Extension Period:** Petitions submitted after the Extension Period are very unlikely to be granted.

**I have read the information stated above: STUDENT INITIALS: \_\_\_\_\_**

### B. STUDENT INFORMATION

MAJOR \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CWID \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

### C. CLASS BEING PETITIONED

(ONE CLASS PER FORM)

Semester / Year \_\_\_\_\_ Dept./Course Number \_\_\_\_\_ Schedule Number \_\_\_\_\_

**Grade for the course must be eligible for petition process. Eligible grades are listed below.**

CHECK BELOW THE GRADE CURRENTLY ON YOUR RECORD FOR THIS CLASS:

**WU** (Withdrawal Unauthorized)       **I** (Incomplete)       **IC** (Incomplete Charged)

**NC\*** (NC without the \* is not eligible for petitioning)       **RP** (eligible for GRADUATE STUDENTS ONLY)

Indicate the approximate date you stopped attending/participating in this course: \_\_\_\_\_

### D. UNDERGRADUATE STUDENTS ONLY: 18-UNIT WITHDRAWAL LIMIT

CSU Chancellor's Office policy limits undergraduates to 18 units of withdrawal from classes that occur Fall 2009 forward.

Please go to your Student Center to view your use of 'W's: Under the 'other academic' drop-down box, select the 'Withdrawals/Repeats' link. Please write below the number of 'W's used, and the number left for use. If you need assistance finding this information, please contact Admissions and Records (LH-114).

**Beginning with Fall 2009, to the present, I have:**    # 'W' units used     # 'W' units left

I understand that the number of 'W' units I am seeking for retroactive withdrawal is constrained by the number of 'W' units that I have left under the 18-unit limit.

← **student initials here**

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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. STUDENT PETITION STATEMENT**

(Questions 1 through 6 below)

**BASIS FOR SUBMITTING A RETROACTIVE WITHDRAWAL PETITION**

Based on University withdrawal policy, a “**serious and compelling reason**” is defined as “. . . a physical, medical, emotional or other condition which has the effect of limiting the student’s full participation in the class and which is clearly beyond the student’s control.”

**1) The serious and compelling circumstances that occurred in the semester I am petitioning for retroactive withdrawal were:**

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If your statement continues on a separate sheet of paper, your signature must be included at the end of the statement.

**2) DOCUMENTATION:** Documentation must be from an **independent** source. Depending on the student’s circumstances, some examples of independent documentation could be employer verification, medical documents, legal paperwork, tax documents, court documents, etc. **Letters from family members or friends are not acceptable documentation for the retroactive withdrawal petition process.**

I have provided documentation for the circumstances described in section 1 above.

**ALL STUDENTS:** Documentation is screened by a Records Technician at the time of petition submission. If documentation is insufficient, the petition may be returned to you without review. Returned petitions can be resubmitted when appropriate documentation is obtained.

**3) I did not withdraw from this class by following standard withdrawal procedures at the time because:**

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**4)  I did not receive letter grades in any other classes in the semester being petitioned - other classes have ‘WU’, ‘W’ or ‘I’**  
 **I did receive letter grades in other classes in the semester being petitioned – other classes have grades of ‘A’ through ‘F’.**  
If so, please explain below why you continued in other classes that semester, but not the class being petitioned.

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**5)  I do not have an ‘I’ in the class I am petitioning for retroactive withdrawal.**  
 **I have an ‘I’ in the class I am petitioning for retroactive withdrawal. The reason I am not working to complete the requirements for the class and earn a final grade is because:**

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**6)  I am submitting this petition before** the fourth week of the semester immediately following the term being petitioned.  
 **I am submitting this petition after** the fourth week of the semester immediately following the term being petitioned. The reason for delayed submission of the petition is: \_\_\_\_\_

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**F. STUDENT SIGNATURE:** I understand that if my petition lacks any of the information required for submission, the petition may 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:** \_\_\_\_\_

<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**