

**INSTRUCTIONS:**

- 1) Complete petition form.
- 2) Pay fee(s) required to file the petition (see information below)

3) Return petition and proof of payment to Joyal Administration Building, North Lobby Student Services Center.

PLEASE PRINT CLEARLY (Use dark ink - no pencil)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail: \_\_\_\_\_

Student ID: \_\_\_\_\_

**PETITION FEE To Submit a Record Adjustment Petition(s):** (One petition per term requested)

- 1) Paid fee(s) are required to file the petition (see information below)
- 2) Fee: \$10 per petition\*
- 3) \*Payment MUST be made prior to submitting your petition
- 4) Visit Cashier with this form to pay and then submit to the Office of the University Registrar located in the Joyal Administration Building, North Lobby Student Services Center

**\*Payment MUST be made prior to submitting your petition**

**After petition decision - for 'Granted' petitions only:** Certain petition types, if granted, require back-end fees to be paid before the academic record can be adjusted to reflect the approved petition. You will be notified in writing of any applicable tuition and fees.

**IMPORTANT INFORMATION FOR SUBMITTING THIS PETITION**

Petitions are reviewed by the Record Adjustment Committee. You will be informed of the petition decision by Fresno State e-mail. **Submitting a petition is NOT a guarantee that it will be granted. Petitions can be either granted, denied, pending for further documentation, or no action taken.**

The Record Adjustment Petition form is used when a student is seeking an exception related to one of the three areas listed below:

- 1. Retroactive Add
- 2. Retroactive Change of Grading Basis
- 3. Retroactive Withdrawal

**IMPORTANT:**

- 1. ONLY ONE request can be filled out on each petition form and a separate petition must be completed for each term if requesting multiple.
- 2. All petitions are subject to review, and can either be Granted, Denied or No Action.

Check the box below for the type of petition you are submitting.

Complete the Section indicated for your petition on the pages that follow.

- 1.  Retroactive Add (SECTION A - See Pages 2,3)
- 2.  Retroactive Change of Grading Basis (SECTION B - See 3)
- 3.  Retroactive Withdrawal (SECTION C - See Page 4)

**For Cashier Use Only**

Record Adjustment Petition Fee: \$10.00

**SECTION A - RETROACTIVE ADD**

Dept./Course Number: \_\_\_\_\_

Taken: Semester/Year \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Chair/Associate Dean Name: \_\_\_\_\_

Chair/Associate Dean Signature: \_\_\_\_\_

**The standard time periods to officially register for a class \* are as follows:**

(\* Time periods listed below are for Fall and Spring semesters.) **(Please note:** Having an instructor add your name to Blackboard for a class: this action - in and of itself - does not signify that you are officially registered for the class.)

1. Early Registration period (via My Fresno State) in Semester prior to enrolling
2. Online add period (1st of classes) During 1 - 2 week of semester
3. Using an electronic Add/Permission Code during 3-4 week semester

**QUESTION:** Did you attempt to officially register for this class during any of the above time periods during the semester?

Yes - Please answer the question in SECTION 1 below.

No - Please answer the question in SECTION 2 on next page.

**SECTION 1**

Please check the applicable box(es) below to indicate the time period(s) in which you attempted to register for the class you have listed above.

(1) Early Registration

(3) Online - Using permission number (2nd week of classes)

(2) 'Online add' (1st week of classes)

**Question 1:** Based on the time periods you have checked above, please describe the specific steps you took to register for this class:

**Question 2:** Why were these steps not successful?

**Question 3:** If you thought you had successfully registered (but found out later that your efforts had not succeeded), what confirmation did you have at the time that caused you to believe you were officially enrolled in this class?

Expected term of graduation (must be in the future) \_\_\_\_\_

Student Signature: \_\_\_\_\_

**SECTION 2**

1. If you did not attempt to officially enroll in this class by means of standard registration procedures, please explain the reason(s) why. Were there any extenuating circumstances that prevented you from registering by the established deadlines on Page 2 of this petition?

2. Please provide any documentation that verifies any attempt you made to register for this class, or documents why you were not able to register for this class using standard registration procedures.

Expected term of graduation (must be in the future) \_\_\_\_\_ Student Signature: \_\_\_\_\_

**SECTION B - RETROACTIVE CHANGE OF GRADING BASIS**

FROM: Credit/No Credit

TO: Letter Grade

**ATTENTION ALL STUDENTS**

CR/NC max of 6 units per semester/ can only change for courses that offer multiple grading options.

**UNDERGRADUATE STUDENT SECTION**

DEPT/COURSE: \_\_\_\_\_ TERM TAKEN: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

THIS COURSE NEEDS A LETTER GRADE IN ORDER TO MEET A REQUIREMENT IN:

- General Education
- Major \_\_\_\_\_
- Minor Please list your declared minor: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

**GRADUATE STUDENT SECTION**

DEPT/COURSE: \_\_\_\_\_ TERM TAKEN: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

THIS COURSE NEEDS A LETTER GRADE IN ORDER TO MEET A REQUIREMENT IN:

- Attached is a copy of my advancement petition.
- I do not yet have an advancement petition.

Graduate Program Coordinator Signature: \_\_\_\_\_

**ALL STUDENTS PETITIONING FOR RETROACTIVE CHANGE OF GRADING BASIS - COMPLETE THIS SECTION**

Why did you register for this class with a grading basis that you now need to change?

Expected term of graduation (must be in the future) \_\_\_\_\_ Student Signature: \_\_\_\_\_

**SECTION C - RETROACTIVE WITHDRAWAL**

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 graduated from Fresno State: Submit Petition no later than 6 years from the semester being petitioned.
- If you have graduated from Fresno State: **No changes can be made to your record once a degree has been posted.**

After the extension period: Petitions submitted after the extension period are very unlikely to be granted.

Please initial stating you have read the information stated above:

STUDENT INITIALS: \_\_\_\_\_

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

**Courses receiving a failing grade are typically considered for retroactive withdrawal. If you received any passing grades in the term you are requesting, you must acknowledge below why your circumstances caused you hardship in only some, but not all of your courses.**

The standard time periods to officially withdraw from a class are as follows:

1. Student can drop classes online via Student Center prior to the first day of instruction.
2. Drops done online via Student Center. No form or permission needed from the first 15 days of instruction.
3. Deadline to drop without a "W" listed on transcript is the 20th day of instruction (form with required signatures)
4. Starting on the 21st day of instruction, Drops require a serious & compelling reason. Complete Drop/Withdrawal form and obtain required signatures. Will receive "W" on transcript.
5. During the last 3 weeks of instruction, Drops only allowed for reason(s) beyond a student's control.

1. A statement describing circumstance that occurred during that time that were extremely, extraordinary and clearly beyond your control. Explain why you did not withdraw from the semester, how your circumstances prevented you from successfully completing the semester, and what has changed. Note: lack of motivation, poor time management, increased work hours, academic overload, etc. are not acceptable reasons.
2. Strong supporting documentation (e.g. letter from doctor on letterhead outlining dates & issues, death certificate, police report, etc.). Bills, medication reports or release paperwork is not appropriate documentation.

Visit the Office of the University Registrar for more information.

Please explain why you were unable to follow deadlines to withdraw.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

COMMITTEE DECISION

Date Committee Met: \_\_\_\_\_

Petition Decision:

- Granted
- Granted, this petition does NOT release any financial obligation.
- Granted, after payment of additional fee(s) required - please see 'Additional Fees' information at bottom of this form, and instructions in attached letter.
- Denied (please see comments below)
- No Action Taken (please see comments below)
- Pending - Give 30 days to provide additional documentation
- Partial Approval

COMMENTS:

Signature: \_\_\_\_\_

Receipt Number (if applicable for additional fees required): \_\_\_\_\_