

Admissions and Records

(559) 278-2261

STUDENT: Please print legibly in **black ink**.

Instructions are on the reverse side of the form.

Name: _____ ID Number: _____
Last First M. I.

Email Address: _____ Phone Number: _____

Currently enrolled? Yes No Degree or credential objective: BA/BS Masters

Post-Baccalaureate/Graduate Student? Yes No Credential Doctorate

Major: _____ Catalog year using for grad. requirements: _____ Expected Grad Date: _____

Retroactive Withdrawal Retroactive Add Change of Grading Option Other _____
(Include Class Number)

Specify semester(s), name of course(s) and class number(s): _____

Justification for request. If appropriate, provide medical/psychological treatment documentation. *(Use separate sheet if necessary.)*

I certify that the information submitted in this request **(including all attachments)** is true, complete, and accurate. I have read and understand the instructions on the reverse side of this form.

Student Signature _____ Date _____

Recommendations

Approve Deny Explanation Required: _____

Instructor's Signature PRINT Last Name Date

Approve Deny Explanation Required: _____

Chair or Graduate / Credential Program Coordinator PRINT Last Name Date

Approve Deny Explanation Required: _____

Dean of the College / School or Research and Graduate Studies Office PRINT Last Name Date

Committee Use Only

Investigation: _____

Action Requested

Retroactive Withdrawal Change of Grading Option
 Retroactive Add Other _____

Committee Notes: _____

Committee's Decision

Approved Partially Approved
 Denied Pending _____

18 Unit Limitation
Committee Chair _____ Date _____

Administrative Fee Paid Date _____
Receipt # _____ By _____

Instructions

Deadlines for adding and dropping individual class(es), complete withdrawal from the university, and changing grading options are established by institutional policy and are clearly articulated in university publications and websites. These deadlines are not unrealistic and most students, exercising reasonable care in their academic and personal planning, are able to meet them.

The university, therefore, does not sanction requests for exceptions to these deadlines but recommends that you read and consider the appropriate policies which may be found in the most recent online *California State University, Fresno General Catalog* under the main heading "Academic Regulations."

The University recognizes that on rare occasions students will experience exceptional situations that prohibit them from completing some procedures in a timely manner. A student may petition for a record adjustment if a documented hardship occurred during the term for which the adjustment is requested. A record adjustment petition must be filed within a maximum of six years from the last day of instruction of the term being petitioned. No changes will be made to a student's records once a degree has been granted.

1. Read this information sheet carefully to determine the appropriateness of completing the petition.
2. **Print** the information required on the **Record Adjustment Petition** (reverse side) **in black ink**.
3. In your summary statement, please fully explain why you were unable to follow university add/drop/withdrawal procedures.
- 4a. Undergraduate, second baccalaureate and post-baccalaureate/credential students requesting retroactive add **must** obtain the instructor and department chair's signatures, and when requesting a change of grading option **must** obtain the signature of their major advisor.

b. Post-baccalaureate/graduate students requesting retroactive add/withdrawal must obtain all the required signatures on the form, including the Dean of Research and Graduate Studies.
5. Return the completed form with appropriate documentation to the Admissions and Records Office Service Windows located in the Joyal Administration Building, North Lobby. Documentation not included will result in a denied petition.
6. You will receive an email indicating the Committee's decision. If approved, a \$10.00 administrative fee must be paid.

Note: Selective withdrawal of one or more course(s) taken with others in a particular term is difficult to justify by the above criteria and therefore seldom approved.

**Decisions will be sent via email to students approximately
ten (10) working days
from the date the form and supporting documents were submitted.**