

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 IN PERSON at Cashier prior to submitting your petition (**petition can not be paid online**). If paying by check, please make payable to Fresno State. In the memo, please indicate University Registrar - Record Adjustment.
- 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 'Approved' petitions only: Certain petition types, if approved, 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 approved, 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*Example: Dept./Course Number: ENGL 205 Section Number: 12345 Semester/Year: Fall 2017*

Dept./Course Number: _____ Section 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: _____

Example: Dept./Course Number: ENGL 205 Section Number: 12345 Semester/Year: Fall 2017

Dept./Course Number: _____ Section Number: _____ Semester/Year: _____

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:

- Approved
- Approved, 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)
- Pending - Give 30 days to provide additional documentation
Due Date: _____ Cancelled, no documents received.
- Partial Approval
- No Action Taken (please see comments below)

COMMENTS:

Signature: _____

Receipt Number (if applicable for additional fees required): _____

REGISTRAR OFFICE NOTES

Email sent by: _____ Date: _____

Processed by: _____ Date: _____ W WE

Imaged by: _____ Date: _____

Documentation was attached, but not scanned for retention. Type of Document: _____