

**California State Polytechnic University, Pomona
Request for Retroactive Withdrawal**

Due to the Office of Undergraduate Studies (98 T7-8) on **October 24, 2008**

Prior to completing this petition, you should read the Cal Poly Pomona policy for retroactive withdrawal attached to this form. Attach a well-written typed letter that adequately explains all of the reasons for your retroactive withdrawal appeal. Write about your academic progress and why you are requesting for retroactive withdrawal. You are expected to provide documentation that supports all of your statements (such as doctor's certification, hospital bills, death certificates, police reports).

The Cal Poly Pomona Retroactive Withdrawal Committee will give primary consideration to the following factors:

- Clear explanation of why the student did not withdraw from the university by filling the appropriate forms with the Registrar's Office in a timely manner during the quarter(s) in question,
- Serious and compelling reasons for the student's unofficial withdrawal from the university during the quarter(s) in question, e.g., serious illness or injury to student or family member, or death in the family,
- An explanation, if necessary, of why all earned grades (A-F grades) were not WU grades during the quarter(s) in question, and
- An explanation, if necessary, of why the retroactive withdrawal petition was not submitted within one-calendar year of the last day of the quarter(s) for which the student is requesting retroactive withdrawal.

Documentation to support these explanations must be provided.

The Retroactive Withdrawal Committee also shall consider the following evidence:

- Written support from an advisor in the student's major department or in a special program such as Math Intensive Learning Experience, Educational Opportunity Programs and Disabled Student Services, to document attendance at advising sessions, or other supplementary activities that contribute to academic performance.
- The student's overall academic history.

Name _____ Bronco ID# _____

Cal Poly Email _____

Mail Address _____

City, State _____ Zip _____

Home Phone: _____ Day Phone: _____

Currently Enrolled at Cal Poly Pomona: Yes _____ No _____ CEU _____

Major _____ Graduate/Undergraduate _____

Quarters Petitioning Retroactive Withdrawal: _____

Are you receiving Financial Aid through Cal Poly Pomona? Yes _____ No _____

Signature of Student

Date

California State University Retroactive Withdrawal Policy

RETROACTIVE WITHDRAWAL

The administrative grade of “WU” will be given for a course if a student discontinues attendance and participation without officially dropping the course or withdrawing from the university. It is the sole responsibility of the student to formally drop courses by filing the appropriate forms with the Registrar’s Office in a timely manner. Retroactive Withdrawal will not be approved for students who did not withdraw from a course or courses because they did not report for the first meeting of a class and were not dropped.

When a student has received “WU” in all of the courses in which they enrolled during an academic quarter, the student may petition for retroactive withdrawal. The grades may be retroactively changed to the administrative grade of “W” if the student can demonstrate and document that serious and compelling reasons required their unofficial withdrawal from the university during the quarter in question and that the grades received were not earned (e.g. letter grades A-F).

Students who wish to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which they unofficially withdrew from the University. A student does not have to be enrolled in the university at the time the application for Retroactive Withdrawal is submitted.

Retroactive Withdrawal Petition forms are available from the Undergraduate Studies Office, Building 98.

ADDITIONAL RESOURCES

General Information on the Retroactive Withdrawal Policy and Process -

<http://www.csupomona.edu/~academic/programs/docs/General%20Information%20on%20the%20Retroactive%20Withdrawal%20Process.pdf>

Retroactive Withdrawal Petition: Suggestions for Preparing your Request -

<http://www.csupomona.edu/~academic/programs/docs/Preparing%20a%20Retroactive%20Withdrawal%20Request.pdf>