



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1413**

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.

Students may request to retroactively withdraw from courses for which they have received a failing grade (WU and/or F) if they have documented evidence of having serious and compelling reasons beyond their control. If the student receives any passing grades in the term they are requesting a retroactive withdrawal, the student must provide an explanation for the circumstances that caused them hardship in only some but not all courses in that term. Courses approved for retroactive withdrawal will be changed to an administrative grade of "WX".

Students who wish to apply for retroactive withdrawal should apply for retroactive withdrawal within one calendar year from the last day of the term they unofficially withdrew from or failed their classes and provide a clear explanation of why they did not withdraw from the university by filing appropriate forms with the Registrar's Office during the term(s) in question. A student does not have to be enrolled in the university at the time the application for retroactive withdrawal is submitted.

Petition forms are available from the Office of Student Success website and must be submitted by the fifteenth day of classes in order to be considered by the Retroactive Withdrawal Committee for the current semester. For more information on the Withdrawal Policy, see the Grade Point System section of CPP's Grading System (Section 3.0 of Policy No. 1601).