



**ACADEMIC SENATE  
Executive Committee  
REFERRAL FORM  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	8/31/2022
To:	Academic Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AA-003-223
Title of Referral:	Updates to the Retroactive Withdrawal Policy
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:  For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	10/12/2022

**Your Name:** Erin DeRosa

**Your Email:** [ederosa@cpp.edu](mailto:ederosa@cpp.edu)

**Title of Referral:** Updates to the Retroactive Withdrawal Policy

**Names and Titles of proponents:**

Terri Gomez, Associate Provost  
Cecilia Santiago-Gonzalez, Assistant Vice President  
Erin DeRosa, Director  
Dora Lee, Director

**Keywords:** retroactive, withdrawal, wx, grade, withdraw

**Is there a deadline by when this referral needs to be considered by the Academic Senate?:**

Yes

**Deadline Date:** 12/1/2022

**Justification for deadline:**

Retroactive Withdrawals are reviewed twice per term in fall and spring. It would be ideal to have the policy updated before the second review in the fall term to make the review process easier for the committee as well as the Registrar's Office team who processes.

**Background:** The current Retroactive Withdrawal Policy at Cal Poly Pomona is an administrative barrier, limiting the possibility for students who have experienced extenuating circumstances the opportunity to withdraw from courses they only failed in. The current policy requires the student to have failed all classes to qualify for a retroactive withdrawal. The change will allow students to petition for a retroactive withdrawal only to those courses in the specified term(s) the opportunity to be considered for a retroactive withdrawal.

Completed a review of all 22 California State Universities' Retroactive Withdrawal Policy. Sonoma State, Fresno State, San Jose State, and San Francisco State University were referenced in the development of Cal Poly Pomona's changes to the policy. All four campuses allow for the choice of individual courses to be retroactively withdrawn. Currently, Cal Poly Pomona has an all or none policy, where students must have failed all their classes to be considered for a retroactive withdrawal.

San Francisco State University

<https://senate.sfsu.edu/content/policy-retroactive-withdrawal>

Sonoma State

<https://catalog.sonoma.edu/content.php?catoid=6&navoid=670>

Fresno State

<https://studentaffairs.fresnostate.edu/registrar/documents/forms/records/Retroactive%20Withdrawal%20Petition.pdf>

San Jose State

[www.sjsu.edu/senate/docs/S09-7.pdf](http://www.sjsu.edu/senate/docs/S09-7.pdf)

**Proposed referral:**

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.

**Recommended Resources:**

Registrar's Office

Office of Student Success, Equity and Innovation