

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-003-223

UPDATES TO THE RETROACTIVE WITHDRAWAL POLICY

Academic Affairs Committee

Date: August 31, 2022

Executive Committee  
Received and Forwarded

Date: November 30, 2022

Academic Senate

Date: December 7, 2022  
First Reading  
February 15, 2023  
Second Reading

**Background****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 All four campuses allow for the choice of individual courses to be retroactively withdrawn.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)

**Discussion:**

The Academic Affairs committee met to discuss this referral and made minor suggestions to the language for clarity. We consulted with the authors and the OSS about these changes and they agreed to them. Language was added to cross reference the grading policy (Policy No. 1601).

**Recommendations:**

We recommend adopting the following proposed change to the Retroactive Withdrawal Policy (changes being added are in bold text).

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).**

**Recommended Resources:**

Registrar's Office

Office of Student Success, Equity and Innovation