



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

**RETROACTIVE WITHDRAWAL**

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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. Please refer to Academic Manual Policy No. 1601: “Grading System” for complete details regarding the grade of “WU”. 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” and/or “F” grades in all of the courses in which they enrolled during an academic term, 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 serious and compelling reasons required their unofficial withdrawal from the university during the term in question and that the grades received were not earned (A-F).

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