

ACADEMIC COUNCIL POLICY RECOMMENDATION #S73-17

The Academic Council at its meeting of April 9, 1973 passed the following policy as presented by Dr. R. Spicher, Chairman, Instruction and Research Committee.

POLICY ON PETITIONS FOR RETROACTIVE WITHDRAWAL

RESOLVED: A student may petition for a retroactive withdrawal provided he can document the extenuating circumstances that required the withdrawal and the date that he left the University. Such documentation will be subject to the approval of the instructors, department chairman, and the Dean of Undergraduate Studies, or the Dean of Graduate Studies and Research.

RESOLVED: The following regulations apply to Petitions for Retroactive Withdrawal:

1. The intent of the retroactive withdrawal is to provide a just means of allowing a student to alleviate conditions over which he had no control and which forced a disruption of his academic pursuits. It is not intended to provide a petitioner with an advantage which he did not have at a time he was enrolled in the University.
2. The retroactive withdrawal is the result of petition by the student or his next of kin. It will include proof of the circumstances which caused the withdrawal and recommendations of the instructors who were involved. The chairman of the student's major department must approve the petition for retroactive withdrawal and such requests also must be endorsed by the Dean of Undergraduate Studies, or the Dean of Graduate Studies and Research. Petition forms are available in the Office of the Registrar.
3. Petitions for retroactive withdrawal will not be accepted for the retroactive dropping of individual courses. A retroactive withdrawal will be for all courses in which the student was enrolled at the time he was forced to withdraw for illness or other valid reason.
4. A retroactive withdrawal will qualify the student for the same conditions that he would have faced had he withdrawn officially during the semester in which he was enrolled.

- a. If the withdrawal is approved for the first four weeks of instruction in the semester in which the student was enrolled, the withdrawal will be made without academic penalty and no grading symbol will be recorded.
 - b. If the withdrawal is approved for a date falling after the fourth week of instruction of the semester in which the student was forced to withdraw, the symbol "W" will be assigned for all courses in which he was enrolled.
5. After the retroactive withdrawal petition has been processed by the Registrar's Office, a student's scholastic standing will be determined. Eligibility to re-enroll requires clear scholastic standing and a settlement of all obligations to the University. A student will not be eligible to receive grades or transcripts until all obligations to the University have been settled.

ACTION BY UNIVERSITY PRESIDENT:

RECEIVED
APR 12 1973
PRESIDENT
Col State U, San Jose

Approved
May 15, 1973
John H. Brunz

Copies Sent To:

AUP
All Deans