

# REQUEST FOR RECORD ADJUSTMENT

**\*Instructions are on the reverse side of this form.**

**Please read carefully. Please print legibly in black ink.**



NAME \_\_\_\_\_  
Last First M.I.

MAILING ADDRESS \_\_\_\_\_  
Number and Street

City State Zip

HOME PHONE( ) DAY PHONE( )

I.D. NUMBER \_\_\_\_\_

BIRTHDATE \_\_\_\_\_  
Month / day / year

Currently enrolled ?  Yes  No Post-Baccalaureate/Graduate Student?  Yes  No Sex:  Male  Female

Degree or credential objective:  BA/BS  Credential  Master's  Doctorate Expected Grad Date: \_\_\_\_\_

Major \_\_\_\_\_ Catalog year using for graduation requirements \_\_\_\_\_

I hereby request  Retroactive Withdrawal  Retroactive Add  Change of Grading Option  Other  
(Include Class Number)

Specify course(s) and semester(s). \_\_\_\_\_

Justification for request. If appropriate, provide medical/psychological treatment documentation. (Use separate sheet only if necessary.) \_\_\_\_\_

I CERTIFY THAT THE INFORMATION SUBMITTED IN THIS REQUEST (including all attachments) IS TRUE, COMPLETE AND ACCURATE. I UNDERSTAND THAT ANY MISREPRESENTATION WILL BE CAUSE FOR DENIAL OF THE REQUEST AND POSSIBLE DISCIPLINARY ACTION.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommended  Not Recommended  
Explain: \_\_\_\_\_  
Instructor's or Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommended  Not Recommended  
Explain: \_\_\_\_\_  
Graduate/Credential Program/Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Recommended  Not Recommended  
Dean of the College, School or Graduate Studies Office \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Investigation: \_\_\_\_\_

Request is:  Approved  Denied  Partially Approved  Pending \_\_\_\_\_  
 Retroactive Withdrawal  Retroactive Add  Change of Grading Option  Other \_\_\_\_\_

Administrative fee paid  
Receipt number \_\_\_\_\_  
Initial & date \_\_\_\_\_

BY \_\_\_\_\_  
Committee Chair Date



## REQUEST FOR RECORD ADJUSTMENT

Admissions, Records & Evaluations Office (559) 278-2191

### Instructions

1. Read this information sheet carefully to determine the appropriateness of completing the request form.
2. **Print** the information required on the **REQUEST FOR RECORD ADJUSTMENT** (reverse side) **in black ink**.
3. Post-baccalaureate/graduate students requesting **retroactive withdrawal** must obtain all the required signatures on the form.
4. Return the completed form with appropriate documentation to the receptionist in Admissions and Records Office, Joyal Administration Building, Service Windows.
5. You will receive a letter in the mail indicating the Committee's decision. If approved, a \$10.00 administrative fee must be paid.

Deadlines for adding and dropping individual class(es), complete withdrawal from the university, and changing grading options are established by institutional policy and are clearly articulated in university publications. These deadlines are not unrealistic and most students, exercising reasonable care in their academic and personal planning, are able to meet them.

The university, therefore, does not sanction requests for exceptions to these deadlines but recommends that you read and consider the appropriate policies which may be found in the most recent *California State University, Fresno General Catalog* under the main heading "Academic Regulations."

The university does, however, recognize that on rare occasions students will experience exceptional situations which prohibit them from completing some procedures in a timely manner. If, therefore, you wish to pursue the matter, you may request consideration by completing the **REQUEST FOR RECORD ADJUSTMENT** on the reverse side of this sheet.

The primary criteria for approval are:

1. A documented hardship which occurred during the term(s) for which the request is made.
2. A significant academic hardship if the request is not granted.
3. Recommendation from campus official(s) as appropriate.

Note: Selective withdrawal of one or more course(s) taken with others in a particular term is difficult to justify by the above criteria and therefore seldom approved.

**DECISIONS WILL BE SENT TO STUDENTS APPROXIMATELY TEN  
WORKING DAYS FROM THE DATE THE FORM AND SUPPORTING  
DOCUMENTS WERE SUBMITTED.**