

### Instructions for Petition to Withdraw from a Class(es)

#### NOTICE ON CSULB's UNDERGRADUATE WITHDRAWAL LIMIT:

Effective Fall 2009, all undergraduate students may withdraw from a maximum of 18 units over the course of their entire CSULB undergraduate career (including special sessions, enrollment by extension, and re-enrolling after separation from the University for any reason). Exceptions include courses taken prior to Fall 2009, courses dropped during the first two weeks of semester, courses in which the student received a grade of WE (Withdrawal for Extenuating Circumstances), and courses taken at other institutions. For additional information, see Dropping and Withdrawing from Classes.

Prior to withdrawing from classes, the student should consider the consequences of withdrawal after the 2nd week of the semester. Withdrawing generally will impact progress towards degree, future course enrollment, financial aid eligibility and will be subject to the undergraduate withdrawal limit listed above. Be aware that after the 2nd week of instruction, class withdrawals are permissible only for serious and compelling reasons. The definition of serious and compelling reasons as applied by faculty and administrators will be defined more narrowly as the semester progresses. Please be advised that poor academic performance or poor time management is not justification for withdrawing from classes. When withdrawal involves a documented serious medical condition that requires withdrawal from all classes, the student must complete the Medical Withdrawal Petition. The student's physician must submit a statement confirming the student's serious illness or injury. If the petition for a Medical Withdrawal is approved, the administrative grade of WE is assigned and the units assigned to the class will not be subject to the undergraduate withdrawal limit. Students who have any questions regarding their decision to withdraw from a class should consult with their advisor as soon as possible.

#### Withdrawal Beginning with the In-Person Registration period up until final 3 weeks of the Semester

(Winter and May Intersession and Summer Sessions, until last week of instruction)

Class Withdrawals during this period are subject to CSULB's Undergraduate Withdrawal Limit and are permissible only for a **serious and compelling reason**. Class Withdrawals require approval from the **instructor and chairperson** of the department of the class. The definition of "serious and compelling reasons" as applied by faculty and administrators will be defined more narrowly as the semester progresses. Students must complete the **Petition to Withdraw from a Class(es)** form and submit to Enrollment Services as soon as possible but no later than the established deadline for that term. If the petition is approved, a grade of **W** will be assigned and the class units will be applied toward the Undergraduate Withdrawal Limit. See [Drop/Withdrawal from a Class](#) for instructions.

#### Withdrawal During the Final 3 Weeks of the Semester

(Winter and May Intersession and Summer Sessions, last week of instruction)

In almost all cases, withdrawal in the last 3 weeks of the semester (excluding the final week) will involve total withdrawal from all classes due to the serious nature of the circumstances beyond the student's control, i.e. a documented, serious medical condition that requires withdrawal from all courses, and is accomplished by using the [Medical Withdrawal Petition](#). If the medical withdrawal request is approved, the administrative grade of **WE** is assigned and the units will not be subject to CSULB's Undergraduate Withdrawal Limit.

If the basis for the request cannot be substantiated by medical documentation but is due to circumstances beyond the student's control, i.e. the documented death of an immediate (not extended) family member; a call from reserve to active military service, etc. or is a request for only a partial withdrawal, the student should complete the [Petition to Withdraw from a Class\(es\)](#) including the [Petition to Withdraw from a Class\(es\) Addendum](#). In addition, the student must provide appropriate documentation to substantiate the request. Due to the unusual nature of these requests, a withdrawal from a course in the final 3 weeks of the semester requires approval from the instructor, chairperson of the department of the class, the dean of the college in which the class is taught, and the Office of the Provost. These requests are carefully reviewed and approved only when the **documentation supports a serious and compelling reason beyond the student's control**. If the request is approved and meets the definition above, the administrative grade of **WE** is assigned and the units will not be subject to CSULB's Undergraduate Withdrawal Limit.

Should the request not be approved, the student must initiate the incomplete process where applicable or complete the class. Students who do not follow the appropriate withdrawal procedure (cease attending class) will have a symbol of **WU** place on their record for each class. The **WU** is treated as an **F** for GPA calculation.

### Petition to Withdraw from a Class(es)

Please refer to the '**Petition to Withdraw from a Class**' instructions to review criteria for class withdrawals; undergraduate students should carefully review the *Notice on CSULB's Undergraduate Withdrawal Limit* listed on the Petition to Withdraw instruction sheet. Students wishing to withdraw from a class(es) should use this form **beginning the 3<sup>rd</sup> week of classes through the final day of instruction**. Students wishing to withdraw from a class(es) during the **final 3 weeks of instruction** must also complete the '**Addendum to Petition to Withdraw from a Class**'. Students who withdraw from all classes will no longer have access to CSULB services including library, computer labs, and email accounts. Financial aid recipients who completely withdraw from all courses may also be subject to repayment of all or part of their aid. **Students are responsible for withdrawing from the classes they are not attending**. Additional information on refunds, deadlines, and policies are on the Enrollment Services website, <http://www.csulb.edu/depts/enrollment/registration/details>.

**Procedure prior to final 3 weeks of instruction for Fall & Spring** (final week for Winter & May Intersession and Summer Sessions) (see 'Addendum for Petition to Withdraw from Class(es)' for procedure during final 3 weeks)

1. Complete the **Petition to Withdraw from a Class** (this form)
2. Attach documentation to support the serious and compelling reason for withdrawing, if appropriate
3. Review your situation with your Instructor. If he/she approves, obtain the Instructor's signature on this Petition
4. Review your situation with the Department Chair. If he/she approves, obtain the Department Chair's signature on this Petition
5. Make a copy of all documents for your records
6. Submit completed form to Enrollment Services, Brotman Hall 101, by the established deadline
7. Check your class schedule at MyCSULB to ensure that the 'W' grade(s) was recorded.

*NOTE Undergraduate Students: Please monitor your allowable withdrawal limits on MyCSULB in the Student Center under Academics – Withdrawal/Repeats.*

<b>Semester :</b>	Fall 20 _____	Winter 20 _____	Spring 20 _____	Summer 20 _____
<b>Last Name:</b>	_____		<b>First Name:</b>	_____
			<b>MI</b>	_____
<b>Campus ID:</b>	_____	<b>Telephone:</b> ( _____ ) _____	<b>Email:</b>	_____
<b>Student Program:</b>	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Credential	<input type="checkbox"/> Masters	<b>Other</b> _____

**Reason for Withdrawal:** *Indicate the 'serious and compelling' reason for your withdrawal request. If appropriate, attach documentation.*

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	Class Number	Subject & Catalog #	Sec	Units	Instructor's Signature	Date	Chairperson's Signature	Date
1								
2								
3								
4								
5								

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

During final three weeks of instruction, student must also submit the **Petition to Withdraw Addendum**

<b>Enrollment Services Office</b>	
Input By _____	Date _____
<input type="checkbox"/> TBR	

# California State University, Long Beach

## Enrollment Services

### Addendum for Petition to Withdraw from a Class(es)

Students must complete the *'Petition to Withdraw from a Class(es)'* form and this *Addendum during final 3 weeks of instruction* for Fall and Spring semesters and final week of Winter, May and Summer sessions. Course withdrawals during the final 3 weeks are **rarely** approved and only permitted in cases such as an accident or serious injury where the extenuating circumstances are beyond the student's control and the assignment of an incomplete is impracticable. Therefore, withdrawal during the final 3 weeks of instruction will normally involve total withdrawal from all classes due to the serious nature of the illness or injury. In most cases, this is accomplished by using the *Medical Withdrawal Petition* available online at <http://www.csulb.edu/depts/enrollment/forms>. If the basis for the request cannot be substantiated by medical documentation or is a partial withdrawal, the student should continue with this *'Addendum for Petition to Withdraw from a Class(es)'*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

Campus ID: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

#### Procedure during the last 3 weeks of the Semester (final week for Winter, May & Summer Sessions)

1. Print and complete the Petition to Withdraw from a Class (available at <http://www.csulb.edu/depts/enrollment/forms>)
2. Attach documentation to support the serious and compelling reason for withdrawing
3. Review your situation with your Instructor. If he/she approves, obtain the Instructors' signature on the Petition
4. Review your situation with the Department Chair. If he/she approves, obtain the Department Chair's signature on the Petition
5. Complete the Petition to Withdraw from a Class(es) Addendum (this form)
6. Review your situation with the Dean of the College. If he/she approves, obtain the Dean's signature on the Addendum
7. Make a copy of all documents for your records
8. Submit completed form to Enrollment Services, Brotman Hall 101, prior to the established deadline
9. Continue to attend classes until a decision is made on your 'Petition to Withdraw'. Once a final decision has been made on your Petition, an email notification will be sent to your preferred email listed on MyCSULB
10. If Petition is approved, check your class schedule at MyCSULB to ensure that the 'W' or 'WE' grade(s) was recorded
11. If Petition is not approved, you must initiate the incomplete process where applicable or complete the classNOTE *Undergraduate Students: If this petition is approved, the units will be subject to CSULB's Undergraduate Withdrawal Limit*

**Documentation:** Attach any additional information in support of your request. Documentation of any special circumstances must also be attached. Please list the attachments you have provided below.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

Note: List class schedule information in the same order to match the Petition to Withdraw Form

	Class Number	Subj. & Catalog #	Sec	Units	Dean of College Signature	Date
1						
2						
3						
4						
5						
6						

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Enrollment Services</b>	
Office of Provost:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny                 Date _____
Grade Assignment:	<input type="checkbox"/> W Withdrawal <input type="checkbox"/> WE Withdrawal for Extenuating Circumstances
Signature	_____
Student Notified:	By _____ Date _____