

Instructions for Petition to Withdraw from a Class(es)

Prior to withdrawing from classes, you should consider the consequences of withdrawal after the 2nd week of the semester. Withdrawing generally will impact your progress towards degree and may impact your future course enrollment and financial aid eligibility. However, we understand that certain circumstances may necessitate the need for a change in class schedule at this time.

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 becomes more narrow 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, you must complete the *Medical Withdrawal Petition* available online at <http://www.csulb.edu/depts/enrollment/forms>. Your physician must sign the *Medical Withdrawal Petition* and submit a statement confirming your serious illness or injury. Students who have any questions regarding their decision to withdraw from a class should consult with their advisor as soon as possible.

Withdrawal After the 2nd Week but prior to the final 3 weeks of instruction for Fall/Spring Semester

Withdrawals during this period of the semester are permissible only for ***serious and compelling reasons*** and require approval from the ***instructor and chairperson*** of the department of the class. The grade of "W" is assigned during this time. 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.

Withdrawal During the Final 3 Weeks of a Fall & Spring (final week for Winter & Summer)

Withdrawals during the final 3 weeks of instruction are not permitted except for a very serious and compelling reason, such as ***accident or serious injury***, that is clearly **beyond the student's control** and the assignment of an Incomplete grade is impracticable (see Requirements for Assigning an Incomplete Grade available at http://www.csulb.edu/depts/enrollment/student_academic_records/grading). In almost all cases, withdrawal in the last 3 weeks of classes will involve total withdrawal from all classes due to the serious nature of the circumstances, i.e. a documented, serious medical condition that requires withdrawal from all courses; the documented death of an *immediate* (not extended) family member; a call from reserve to active military service, etc. Usually, withdrawals in this category will involve total withdrawal from all classes due to the serious nature of the illness or injury and 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 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, approval for withdrawal from a course in the final 3 weeks not meeting the Medical Withdrawal criteria is required 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. Instructors, department chairs and deans will consider the request carefully and approve withdrawal only for serious and compelling reasons beyond the student's control.

Should the request not be approved, the student must initiate the incomplete process where applicable or complete the class. Students who unofficially withdraw (stop attending) will have a symbol of 'WU' place on their record for each course. 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. Students wishing to withdraw from a class(es) should use this form **beginning the 3rd 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 & Summer)
 (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.

Semester: Fall 20 _____ Winter 20 _____ Spring 20 _____ Summer 20 _____

Last Name: _____ First Name: _____ MI: _____

Campus ID: _____ Telephone: (____) _____ Email: _____

Student Program: Undergraduate Credential Masters Other _____

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

	Class Number	Subj. & Catalog #	Sec	Units	Instructor's Signature	Date	Chairperson's Signature	Date
1								
2								
3								
4								
5								
6								

Student Signature: _____ Date: _____

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

Enrollment Services Office

Input By _____ Date _____

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 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 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 *'Addendum for Petition to Withdraw from a Class(es)'*.

Last Name: _____ First Name: _____ MI: _____
 Campus ID: _____

Procedure during the last 3 weeks of the instruction period for Fall & Spring (final week for Winter & Summer)

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' grade(s) was recorded.
12. If Petition is not approved, you must initiate the incomplete process where applicable or complete the class.

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: _____

Enrollment Services Office	Packet Submit:	To _____	Date _____
	Office of Provost:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date _____
	Signature:	_____	
	Student Notified:	By _____	Date _____