



IMPORTANT INFORMATION:

PETITION TO WITHDRAW FROM CLASSES IN FINAL THREE WEEKS* OF INSTRUCTION

*(Last week of instruction for Winter, May, and Summer Sessions)

Before requesting to withdraw, students should consider the consequences of taking such action and consult with their academic advisor. A withdrawal generally will impact progress towards degree, future course enrollment and financial aid eligibility.

- Students are responsible for withdrawing from classes they are not attending. Failure to do so will likely result in a grade of **F** or **WU** (a **WU** is treated as an **F** for GPA calculation).
- Financial aid recipients who withdraw from all classes in a term may be responsible for repayment of all or part of their aid.

CSULB'S Undergraduate Withdrawal Limit

Students may withdraw with a symbol of **W** from a maximum of **18 units** during their undergraduate career, including special sessions, [CPIE](#) enrollment and re-enrolling after separation from the University. Classes withdrawn with a symbol of **W** prior to Fall 2009 or from other institutions do not count toward the limit. Once the limit is reached, the student can no longer withdraw and must remain enrolled in the class(es). Students who cease attending class may be assigned a **WU** or **F** for the class (a **WU** is treated as an **F** for GPA calculation). Exceptions to the limit will be considered only in rare cases of extraordinary need and documented circumstances, and must be requested in a [Petition for Exception to Academic Policy](#).

Withdrawing During the Final Three Weeks of Instruction (Catastrophic Withdrawal)

Withdrawal during the final three weeks of instruction is not permitted unless there are circumstances beyond the student's control in which a serious personal life situation, illness or accident prevents the student from continuing in their classes, and Incompletes or other arrangements with instructors are not possible. **Such requests require thorough and credible documentation, involve withdrawal of all courses in the term, and are not intended to be made more than once during a student's academic career.** In order to be considered, requests for Catastrophic Withdrawals require support from the instructor, Chairperson of the department offering the class, and the Dean of the college in which the class is taught. Final approval can be granted only by the Office of the Provost.

The student must submit the appropriate *Catastrophic Withdrawal Request – Medical or Catastrophic Withdrawal Request – Beyond Student's Control* in addition to this petition. If approved as a Catastrophic Withdrawal, symbols of **WE** will appear on the transcript for every withdrawn course and the withdrawn units will not apply toward the [Undergraduate Withdrawal Limit](#). If the request to withdraw is approved but does not qualify as a Catastrophic Withdrawal, symbols of **W** will be assigned and the withdrawn units will apply toward the Undergraduate Withdrawal Limit.

All required documentation must be submitted no later than the last day of classes in the requested withdrawal term.

Return this form to our office:
Visit our website to "Join the Queue"
Beach Central, Brotman Hall; 1st Floor Courtyard



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*(Last week of instruction for Winter, May, and Summer Sessions)

Please carefully review the **Important Information (on reverse)** before submitting this request. Students should consider the consequences of withdrawing and consult with their academic advisor before taking such action, as a withdrawal generally will impact progress towards degree, future course enrollment and financial aid eligibility.

1. Complete this form and the appropriate **Catastrophic Withdrawal Request** (either **Medical** or **Beyond Student's Control**). Both this Petition and a Catastrophic Withdrawal Request must be submitted.
2. Review this request with your instructor. If he/she approves, obtain the Instructor's signature on this form.
3. Review this request with the Chairperson of the department offering the course. If he/she approves, obtain the Chairperson's signature on this form.
4. Review this request with the Dean of the college offering the course. If he/she approves, obtain the Dean's signature on this form.
5. Submit all original documents to Enrollment Services, Brotman Hall 101, as soon as possible but no later than the last day of classes in the requested withdrawal term.

Campus ID: _____ **Term:** Fall 20_____ Winter 20_____ Spring 20_____ Summer 20_____ **Telephone:** _____

Last Name: _____ **First Name:** _____ **MI:** _____ **Email:** _____

Student Program: Undergraduate Credential Masters Other: _____

Reason for Withdrawal: Indicate the serious and compelling reason(s) for your withdrawal request. If appropriate, attach documentation.

	Class Number	Course Subject & Number	Section	Units	Instructor's Signature	Date	Chairperson's Signature	Date	Dean's Signature	Date
	Example: 1234	Example: PSY 100	Example: 1	Example: 3	Example: Instructor		Example: Chairperson		Example: Dean	
1										
2										
3										
4										
5										
6										

Student Signature: _____ **Date:** _____

Enrollment Services Office Use Only

TBR Input By: _____ Date: _____

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