

IMPORTANT INFORMATION:

**PETITION TO WITHDRAW FROM A CLASS(ES)
AFTER THE FIRST 2 WEEKS AND PRIOR TO THE FINAL 3 WEEKS* OF INSTRUCTION**

*(Prior to the last week of instruction for Winter, May and Summer Sessions)

Before withdrawing, 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, [CCPE](#) 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 Classes withdrawn with a symbol of **W** prior to Fall 2009, or from other institutions, do not count toward the limit.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 After the First Two Weeks and Prior to the Final Three Weeks of Instruction

Withdrawing after the second week of classes requires departmental support and is permissible only for serious and compelling reasons. The definition of *serious and compelling* as applied by faculty and administrators narrows as the term progresses. **Poor academic performance or poor time management is not justification for withdrawing from class (es).** If this Petition is approved, a symbol of **W** will appear on the student's transcript for every withdrawn class and the course units will be applied toward the Undergraduate Withdrawal Limit.

Withdrawal due to 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; may qualify as a **Catastrophic Withdrawal – such requests involve withdrawal of all courses in the term, require thorough and credible documentation, and are not intended to be made more than once during a student's academic career.** Final approval can be granted only by the Office of the Provost. If pursuing a Catastrophic Withdrawal, 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.

Enrollment Services

**PETITION TO WITHDRAW FROM A CLASS(ES)
AFTER THE FIRST 2 WEEKS AND PRIOR TO THE FINAL 3 WEEKS* OF INSTRUCTION**

*(Prior to the last week of instruction for Winter, May and Summer Sessions)

Please carefully review *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, including your serious and compelling reason for requesting the withdrawal.
2. Attach documentation, if appropriate.
3. Review this request with your instructor. If he/she approves, obtain the Instructor's signature on this form.
4. Review this request with the Chairperson of the department offering the course. If he/she approves, obtain the Chairperson's signature on this form.
5. If seeking a Catastrophic Withdrawal, also submit the appropriate **Catastrophic Withdrawal Request – Medical** or **Catastrophic Withdrawal Request – Beyond Student's Control**.
6. Submit all original documents to Enrollment Services, Brotman Hall 101.

Campus ID: _____ **Term:** FALL 20 _____ WINTER 20 _____ SPRING 20 _____ SUMMER 20 _____ **Tel:** _____

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
	Example: 1234	Example: PSY 100	Example: 1	Example: 3	Example: Instructor Signature		Example: Chairperson's Signature	
1								
2								
3								
4								
5								
6								

Student Signature: _____

Date: _____

Enrollment Services Office Use Only

Input by: _____ Date: _____

TBR CWR M BSC