



Please carefully review the reverse side of this form before submitting a petition for late withdrawal.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_
Last First M

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@csustudent.net

Class(es) from which you are petitioning for late withdrawal:

Students petitioning for selective withdrawals must include clear justification for this request in their letter of explanation.

Table with 3 columns: Course No.-Section (E.g., MATH 111-02), Instructor's signature\* (If instructor plans to email, please indicate below, and attach email), Last Date of Attendance

\*By providing a signature, the instructor is acknowledging the student is seeking release from their course; it does not indicate support for the petition.

\*\*Signature below indicates that student has read and understands the information on the reverse side of this form.\*\*

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Petition approved\_\_\_/not approved\_\_\_\_\_:

Dean/Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once signed, send form to the Registrar to notify the student of the decision and process if approved.

Date student notified: \_\_\_\_\_ Processed by: \_\_\_\_\_

## PETITION FOR WITHDRAWAL FROM COURSES AFTER THE OFFICIAL WITHDRAWAL DEADLINE

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Students who are facing **significant extenuating circumstances** and who have missed the withdrawal deadline may submit a Petition for Withdrawal from Courses after the Official Withdrawal Deadline to be considered for late withdrawal from courses to the Dean of their major or the Director of their Graduate Studies program. Such petitions must be submitted prior to the last week of classes for the course(s) for which the petition is requested. Petitions for Withdrawal after the Official Withdrawal Deadline are considered **only** in cases where continued enrollment in the course would be detrimental to the student's health or if extenuating circumstances prevent the student's continued enrollment. Regardless of circumstances, late withdrawal petitions are not guaranteed to be approved. The Dean/Director's decision on the **late withdrawal is final**.

**Late withdrawal petitions are not guaranteed to be approved, but petitions documenting one or more of the following conditions/situations may be considered:**

- Severe accident, injury, illness, or surgery with prolonged recovery
- Documented severe medical condition(s) resulting in extended missed coursework
- Complications of pregnancy requiring mandatory extended bed rest
- Severe illness or death of a parent, sibling, spouse, or child
- Documented medical, legal, or other complications from sexual or other violent assault
- Documented employment conflict arising after the "W" deadline (e.g., job promotion or increase in travel)

**Petitions citing the following situations will NOT be considered:**

- Actual failing, fear of failing, or fear of receiving a grade less than one would desire (e.g., F, FA)
- Professor's refusal to issue an "incomplete"
- Initially enrolling for greater than 12 semester hours while employed full time or attempting to work two full-time jobs
- Failure to withdraw properly within the withdrawal period
- A decision to change a major, drop a major or minor, or transfer to another institution, thus eliminating the need for a course
- Inability to pay tuition

### INSTRUCTIONS TO COMPLETE LATE WITHDRAWAL PETITION

Once your advisor signs, please submit the following to the Dean of your major or the Director of Graduate Studies to complete your petition packet. All of the following are REQUIRED:

- 1. Petition Form:** Complete the front of this petition form. Sign and date the bottom of the form.
- 2. Signatures:** Obtain the signatures from your professors for each course being requested for a late withdrawal. This should be done in person or by email. If you are obtaining the signatures by email, please inform the professor who you are and what course and section number you are enrolled. The professor(s) should reply to you stating that they are aware you are seeking a late withdrawal from their course. Attach the reply email to this petition.
- 3. Letter of Explanation:** Please include a detailed, but concise, explanation of the nature of your request and the reason(s) it is justified. The explanation should include the following:
  - a. Chronological explanation of your circumstances to include how your attendance and your ability in the course(s) were affected.
  - b. Why you were not able to drop the course(s) by the published withdrawal deadline.
  - c. If you are choosing to withdraw from only some but not all classes (selective withdrawal), please explain how your circumstances affected only the requested courses and not the others.
- 4. Documentation:** Please provide all official supporting documentation such as verification of a medical condition, legal documents, police reports, change in employment hours, etc. Be ready to document the reasons you state in your letter.

If the petition is approved, the form will be forwarded to the Registrar's Office for processing. Once a "W" has been awarded, it cannot be reversed.