California State University, Los Angeles

Records Office, records@calstatela.edu

Addendum for Petition to Withdraw

Students must complete the 'Petition to Withdraw' form and this Addendum after the regular withdrawal deadline. Course withdrawals during the emergency withdrawal period 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 emergency withdrawal period will normally involve total withdrawal from all classes due to the serious nature of the illness or injury.

Last Name: _____ **First Name**:_____ **MI**:___
CIN: _____ **Email**_____ **Telephone**: (____)_____

Procedure after the regular withdrawal deadline

1. Complete the Petition to Withdraw form
2. Attach documentation to support the serious and compelling reason for withdrawing
3. Review the situation with your Instructor and obtain their approval
4. Review the situation with the Department Chair and obtain their approval
5. Complete the Petition to Withdraw Addendum (this form)
6. Review the situation with the Dean of the College and obtain their approval
7. Make a copy of all documents for your records
8. Submit completed forms and documentation to the Records Office at records@calstatela.edu
9. Continue to attend classes until a decision is made. Once a final decision has been made on your Petition, an email notification will be sent to your CalStateLA e-mail address
10. If Petition is approved, check GET to ensure 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 class

Documentation: Attach any additional information or documentation in support of your request.

Class Number	Course Subject	Course Number	Section	Units	Dean of College Signature	Date
Example: 12345	Example: MATH	Example: 2400	Example: 01	Example: 3	*John Doe*	8/18/2016
					Attach approvals to your email when sending to records@calstatela.edu.	

Student Signature: ***Send from your CalStateLA email account to act as your electronic signature***