California State University, Los Angeles

Records Office, records@calstatela.edu
INSTRUCTIONS FOR PETITION TO WITHDRAW

NOTICE ON CAL STATE LA'S UNDERGRADUATE WITHDRAWAL LIMIT:

Effective Fall 2009, all undergraduate students may withdraw from a maximum of 18 semester units over the course of their entire undergraduate career (including special sessions, enrollment by extension, and re-enrolling after separation from the University for any reason). Exceptions include courses taken prior to Fall 2009, courses dropped before the drop deadline, courses in which the student received a grade of WE (Withdrawal for Extenuating Circumstances), and courses taken at other institutions.

Prior to withdrawing from classes, the student should consider the consequences of withdrawal after the drop deadline. Withdrawing generally will impact progress towards degree, future course enrollment, financial aid eligibility and will be subject to the undergraduate withdrawal limit listed above.
Be aware that after the drop deadline, class withdrawals are permissible only for serious and compelling reasons and, for undergraduate students, the class units will be applied towards the Undergraduate Withdrawal Limit of 18 units. The definition of serious and compelling reasons as applied by faculty and administrators will be defined more narrowly as the semester progresses. Please be advised that **poor academic performance or poor time management is not justification for withdrawing from classes**.
If the student has a documented serious medical condition that requires withdrawal from all classes, the student must complete the Withdrawal Petition and submit appropriate medical documentation or a statement from their physician confirming the student's illness or injury. If the petition is approved, the administrative grade of WE is assigned and the units assigned to the class will not be subject to the Undergraduate Withdrawal Limit. 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 Drop Deadline up Until the Regular Withdrawal Deadline

Withdrawals during this period are subject to CSU's Undergraduate Withdrawal Limit and are permissible only for a serious and compelling reason. Class Withdrawals require approval from the instructor and department chair of the class. The definition of "serious and compelling reasons" as applied by faculty and administrators will be defined more narrowly as the semester progresses. Students must complete the Petition to Withdraw form and submit to the Records Office as soon as possible but no later than the established deadline for that term. If the petition is approved, a grade of W will be assigned and the class units will be applied toward the Undergraduate Withdrawal Limit.

Withdrawal After the Regular Withdrawal Deadline

Withdrawals shall not be permitted during or after the last week of instruction except where the cause of withdrawal is due to circumstances clearly beyond the student's control (e.g. serious illness, accident, job transfer, military deployment, etc.) and the assignment of an incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the University or may involve only one course, except that course grade and credit or an incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be approved by the appropriate college dean. Such withdrawals shall not count against the 18 semester-unit maximum.

The department/division chair or school director may approve a withdrawal for a student without first obtaining the instructor's signature when the student and the chair and/or director have been unable to

contact the instructor after a reasonable good faith effort. In these cases, the chair or director shall notify the instructor of the action and its justification.

Should the request not be approved, the student must initiate the incomplete process where applicable or complete the class. Students who do not follow the appropriate withdrawal procedure (cease attending class) may have a symbol of WU placed on their record for each class. The WU is treated as an F for GPA calculation.

Withdrawal During Your Term of Admission

You must successfully enroll and have a grade assigned (except for W or WU) in your term of admission in order to earn continuing student status. Withdrawing from all classes during your term of admission does not qualify you for continuing student status. If you do not earn continuing student status in your term of admission you must reapply for future admission consideration and meet the requirements that are in effect at that time.

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Petition to Withdraw

Please refer to the 'Petition to Withdraw' instructions to review criteria for class withdrawals; undergraduate students should carefully review the Notice on Cal State LA's Undergraduate Withdrawal Limit listed on the Petition to Withdraw instruction sheet. Students who withdraw from all classes will no longer have access to Cal State LA 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.

Procedure through the regular withdrawal deadline:

*see 'Addendum for Petition to Withdraw' for procedure after the regular withdrawal deadline

1. Complete the *Petition to Withdraw* (this form)
2. Review your situation with your instructor and obtain their approval
3. Review your situation with the department chair and obtain their approval
4. Email a copy of this form with the instructor and department chair approvals to records@calstatela.edu
5. Check your class schedule on GET to ensure that the 'W' grade(s) was recorded

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

CIN:_____**Email**_____**Telephone**: (_____)_____

****Reason for Withdrawal:** *Indicate the **'serious and compelling'** reason for your withdrawal request.*

Class Number	Course Subject	Course Number	Section	Units	Instructor Signature*	Department Chair Signature
Example: 12345	Example: MATH	Example: 2400	Example: 01	Example: 3	*John Doe*	*John Doe*
					Attach approvals to your email when sending this completed form to records@calstatela.edu.	

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