REGISTRATION PETITION – LATE WITHDRAWAL
Office of the Registrar

**Please read the following carefully to avoid delays in processing your petition**
Undergraduate students may only withdraw from a total of 28 units beginning Fall 2009. Students who have already met the 28 unit limit (including the units requested on this petition) should not use this form. Students withdrawing from a course in Business or Economics should check with the College for specific requirements.

Name

Address

Phone

I am petitioning for the Term:  □ Winter  □ Spring  □ Summer  □ Fall  □ 2___ year

F1/J1 International Student  □ No  □ Yes  If yes, approval is required from CIE before submission:

CIE Name  CIE Signature  CIE Date

Late withdrawals are normally NOT permitted after the established deadline unless serious extenuating circumstances exist and the assigned grade on record is an administrative grade such as "WU". Earned grades such as "F" cannot be changed. All petitions will be reviewed on a case-by-case basis by the Registration and Records Appeals Committee and those decisions are final. Incomplete petitions will not be processed.

Checklist: Attach the following documents and submit to the Enrollment Information Center in the Student Administration Building, or the Concord campus, or fax to 510-885-3816: Attention Registration and Records Appeals Committee.

☐ I have verified that including the units listed on this form I have not exceeded the 28 unit limit. I understand that if the limit has been reached a withdrawal will not be considered.

☐ A typed statement from the student providing serious compelling reasons for request.

☐ Provide third party written documentation on letterhead, such as a doctor, to support your reason for the request. If you believe ‘university error’ has occurred, obtain signed documentation from the appropriate university staff or faculty (e-mails must be sent from an official CSU East Bay email account). Petitions submitted without third party documentation will not be considered.

☐ Obtain the signature of the Instructor AND Department Chair AND College Dean below. These signatures serve as acknowledgement of the faculty but final decisions are made by the Appeals Committee. Petitions will not be accepted without all academic approvals below.

<table>
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<tr>
<th>Course I.D. (Dept., Course No., and Section)</th>
<th>Instructor’s Signature (Required)</th>
<th>Department Chair Signature (Required)</th>
<th>College Dean Signature (Required)</th>
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I acknowledge that I have read and agree to all of the terms above, and understand that submission of a petition does not guarantee it will be approved.

Student Signature (REQUIRED)  Date

Students will be notified through their Horizon E-mail account of the Appeals Committee’s decision. Students no longer attending CSU East Bay will receive notification in the mail.

[Revised 06/2019]