Petition to Exceed 18 Semester Units of Withdrawal
General Education Office
Academic Programs and Services

Undergraduate students may withdraw from no more than 18 semester units of coursework, including any courses taken in CSUEB Open University, in their undergraduate careers. When serious illness or accidents are documented and used as a basis for approval of withdrawal from all classes in the term, the units will not count against the 18 semester unit maximum allowed. Students who will exceed the 18 maximum units allowed may petition for a waiver of the requirement to allow for additional withdrawals. Students must complete/attach a Withdrawal Form to this petition. Withdrawal form is found at: http://www.csueastbay.edu/registrar/files/docs/forms/student-records/withdrawal-form.pdf.

Instructions:
- Submit completed form, along with a completed Withdrawal form, to the Enrollment Information Center in the Student Administration Building on the Hayward Campus or to the Academic Services Lobby on the Concord Campus.

Net ID _________________________    Phone Number ________________________________
Student Name _____________________________________________________________________________________
Last            First

I have reached the maximum number of units that I can withdraw from (18). I am requesting that I be permitted to exceed this limit with the following course(s).

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<thead>
<tr>
<th>Course Prefix/Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Term</th>
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Reason for this request:
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Academic Advisor Signature (REQUIRED):____________________________________   Date: __________________
Student Signature (REQUIRED): ____________________________________________    Date: __________________

For GE Office Use Only:
Course: ________________________________              ____ Approved    ____ Denied
Course: _________________________________            _____Approved    ____ Denied
GE Director: ____________________________________________________________  Date: __________________

Records Office Use Only: □ Approved    □ Not Approved    Processed by: _____________ Date: _____________

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