

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).

Course Prefix/ Number	Course Title	Units	Term

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: _____
Academic Programs and Services

Records Office Use Only: Approved Not Approved Processed by: _____ Date: _____