



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 18 semester units beginning Fall 2018. Students who have already met the 18 semester 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.

Instructions: Complete form, attach documents from Checklist below, and submit to the Enrollment Information Center in the SA Bldg (Hayward), or the Academic Services Lobby (Concord), or fax to 'Appeals Committee' at 510-885-3816.

Name _____ Net ID: _____

Last First

Address _____

Street City State Zip

Phone (Home or Cell Number): _____

I am petitioning for the Term: Winter Spring Summer Fall Year: 2 _____

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: All documents below must be attached to this form for the petition to be considered.

- I have verified that including the units listed on this form I have not exceeded the 18 semester 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.**

Course I.D. (Dept., Course No., and Section)	Instructor's Signature (Required)	Department Chair Signature (Required)	College Dean Signature (Required)

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. **Students will be notified through their Horizon Email account of the Appeals Committee's decision.**

Student Signature (Required): _____ Date: _____

For Office Use Only:	<input type="checkbox"/> Approved	Processed by: _____	Date: _____
	<input type="checkbox"/> Not Approved	_____	