

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 _____
Last First Net ID

Address _____
Street City State Zip

Phone _____
Home or Cell Number

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.**

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.

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.