

**Petition to WITHDRAW FROM A CLASS after the deadline
(Only one course/lab per form)**

Petitions to withdraw from a class after the deadline are accepted for review when a student has **serious and compelling reasons** that prevented him/her from meeting the withdraw deadline. **Documentation supporting the student's reason and the below approvals are required. Before you can submit this petition, you must secure all three signatures, pay a \$20 Failure To Meet Administrative Time Limit fee to Customer Service (attach your receipt to this petition).**

Student Name _____ Student ID Number: _____
Last First MI

Address: _____ City/State/Zip _____

Student Email _____ Student Phone No. _____

Semester (check one) Fall Spring 20_____

Class Information: Course Title _____ Class Number _____

Course Prefix _____ Number _____ Units _____ Lab Class Number _____

In the space below, please provide serious and compelling reasons why this petition should be approved (attach supporting documentation):

Student's Signature

Date

NOTE: This is a one-page form. If you require a copy, please make one for your records.

Recommendations from:

Yes No _____
Instructor/Advisor Signature Date Instructor: Please Print Name

Yes No _____
Advisor's Signature Date

Yes No _____
Chair's Signature Date

NOTE: This is a one-page form. If you require a copy, please make one for your records.

ADMISSIONS & RECORDS OFFICE ONLY!

Approved Denied _____
Registrar's Office Signature Date

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