

**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.**

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**Recommendations from:**

Yes  No \_\_\_\_\_  
Instructor/Advisor Signature Date Instructor: Please Print Name

Yes  No \_\_\_\_\_  
Advisor's Signature Date

Yes  No \_\_\_\_\_  
Chair's Signature Date

Yes  No \_\_\_\_\_  
Dean's/Designee's Signature (where class is offered) Date

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**ADMISSIONS & RECORDS OFFICE ONLY!**

Approved  Denied \_\_\_\_\_  
Registrar's Office Signature Date

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