

California State University, Los Angeles

Records Office, ADM 409

Addendum for Petition to Withdraw

Students must complete the 'Petition to Withdraw' form and this Addendum during the final 20% of instruction for Fall and Spring semesters and final week of Winter, May and Summer sessions. Course withdrawals during the emergency withdrawal period are rarely approved and only permitted in cases such as an accident or serious injury where the extenuating circumstances are beyond the student's control and the assignment of an incomplete is impracticable. Therefore, withdrawal during the final 20% of instruction will normally involve total withdrawal from all classes due to the serious nature of the illness or injury.

Last Name: _____ First Name: _____ MI: _____

CIN: _____ Email _____ Telephone: (____) _____

Procedure during the last 20% of the term (final week for Winter & May Intersessions and Summer)

1. Complete the Petition to Withdraw form
2. Attach documentation to support the serious and compelling reason for withdrawing
3. Review the situation with your Instructor and obtain their signature if they approve
4. Review the situation with the Department Chair and obtain their signature if they approve
5. Complete the Petition to Withdraw Addendum (this form)
6. Review the situation with the Dean of the College and obtain their signature if they approve
7. Make a copy of all documents for your records
8. Submit completed forms and documentation to the Records Office, ADM 409, by the deadline
9. Continue to attend classes until a decision is made. Once a final decision has been made on your Petition, an email notification will be sent to your CalStateLA e-mail address
10. If Petition is approved, check GET to ensure the 'W' or 'WE' grade(s) was recorded
11. If Petition is not approved, you must initiate the incomplete process where applicable or complete the class

Documentation: Attach any additional information or documentation in support of your request.

Class Number	Course Subject	Course Number	Section	Units	Dean of College Signature	Date
Example: 12345	Example: MATH	Example: 2400	Example: 01	Example: 3	<i>John Doe</i>	8/18/2016

Student Signature: _____ Date: _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Decision Made By: _____ Date: _____ Student Notified By: _____ Date: _____
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