

Instructions for Submitting a Withdrawal for Extenuating Circumstances

1. Download the Withdrawal for Extenuating Circumstances form.
2. Complete the form. *Note: Do not enter information highlighted in yellow in the image below – that section is for the Director of Advising & Academic Services to complete.*

****UNDERGRADUATE STUDENTS ONLY****

WITHDRAWAL PETITION FOR EXTENUATING CIRCUMSTANCES
Courses withdrawn through this form will NOT count toward 28-Unit Limit


Advising & Academic Services - Undergraduate Studies - University Hall, Room 380 - (909) 537-5034 – csusb.edu/advising

Name Select Class Level

Address Phone

City/State Zip Code Coyote ID

Major Coyote E-Mail



Supporting documentation must be attached for all requests for withdrawal from courses.*
Documents must be no more than 2 pages with proper signatures. If you are a Financial Aid recipient and if the petition is approved, funds may have to be returned for the term in question if courses are withdrawn. Contact the Office of Financial Aid & Scholarships BEFORE you submit this petition. Partial withdrawal will require additional explanation.

I HEREBY PETITION TO WITHDRAW DUE TO EXTENUATING CIRCUMSTANCES FROM: [Check Boxes Below]

<input type="checkbox"/> DURING THE TERM	OR	<input type="checkbox"/> RETROACTIVELY WITHDRAW AFTER THE TERM	
<input type="checkbox"/> ALL COURSES	OR	<input type="checkbox"/> PARTIAL COURSES	

Term: Yr: Term: Yr:

1st Course: 2nd Course:

3rd Course: 4th Course:

student initials I have considered the possibility of getting an incomplete (I) grade, however, I have determined, with or without the instructor's assistance, that an "I" would not be possible.

Student's reason for the above request:

Student Signature Date

If additional room is needed for your request, please attach document to this petition with your supporting documentation.

Approved Disapproved - Reason:

Director Signature, Advising & Academic Services Date

DWW WE
 DWOR W
 DWD
(For Office Use Only)

***NOTE:** Supporting documents that are not acceptable: bills, invoices, medications, insurance claims, travel tickets, accident reports, letters from family, death certificates or funeral programs NOT occurring during the quarter in question.

6/16/2020

3. Save the completed form and prepare supporting documentation (if necessary).
4. Email the form and supporting documents to jbrooks@csusb.edu from your campus email address. Please also include this statement in the email: "This email serves as my electronic signature."