Dropping a Course After the Census Date

The form is also available in the Office of Graduate Studies or the Office of Records, Registration and Evaluations. It must be signed by the instructor, department chair and college dean.

Please keep in mind that permission is rarely given to withdraw from a course after the census date has passed. Extenuating circumstances must have prevented course withdrawal in a more timely manner. Reasons, which must be documented, include accident, illness (physical or mental), serious personal or family problems, or military transfer. Employment-related withdrawals are valid only when the waiver is filed before the end of the term in question. Lack of awareness of withdrawal procedures is not a valid reason. Official transcripts will indicate a "W" for this dropped class. Drop After Census Form.

Dropping a Course during the 9th and 10th Week

During the 9th and 10th weeks of the quarter, students must petition the Dean of Graduate Studies to withdraw from courses. The Withdrawal Petition for Extenuating Circumstances is available on line or in the Office of Graduate Studies, CE 356.
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
PETITION TO DROP A CLASS AFTER THE CENSUS DATE

INSTRUCTIONS: A separate petition with documentation must be completed for each class to be dropped. Present this petition to the instructor and department chair of the class for approval. Upon approval, present the petition to the Dean or Associate Dean of the College in which you are majoring or to the Office of Advising and Academic Services, UH-380, if you are an undeclared undergraduate. THIS IS NOT A PETITION FOR A REFUND.

NOTE: Dropping after census will assign a grade of "W" (withdrawal). Undergraduate students are limited to a maximum of 28 quarter units of withdrawals. Withdrawals for extenuating circumstances are subject to approval as such by petitioning with the Office of Advising and Academic Services.

NAME____________________________________________ DATE____________________________________
ADDRESS ________________________________________ TELEPHONE ______________________________
CITY, STATE ____________________________ ZIP CODE ________ STUDENT ID #______________________

UNDERGRADUATE POSTBACCALAUREATE (GRADUATE)
Major__________________________________________ Unclassified__________ Classified__________

If Classified, Which program / credential __________

Call Number ________________ Course # __________ Course Title______________________________

Day/Time Class Meets ____________________________

Quarter/Year course taken__________________ I am currently enrolled in ________(total number) units

CHECK APPLICABLE REASON FOR PETITION

(   ) Illness         (   ) Work Conflicts        (   ) Military orders           (   ) Other____________________________

Describe in detail reason for petition. (Supporting documentation must be attached.)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Student Signature                        Date

DEPARTMENT CHAIR & COURSE INSTRUCTOR

Student attendance record________________ Approximate grade in course to date________________

(   )Approve (   )Disapprove
Reason: ________________________________

(   )Approve (   )Disapprove
Reason: ________________________________

Instructor Signature                        Date

Department Chair Signature                        Date

(DEPARTMENT CHAIR of the class)

DEAN OF THE COLLEGE IN WHICH YOU ARE MAJORING or if UNDECLARED Undergrad, check here □

(   )Approve (   )Disapprove
Reason: ________________________________

For Office Use Only

Dean / Associate Dean's Signature                        Date

Director; Advising & Academic Services
(UNDECLARED Undergraduates ONLY)
Date

Original: Records, Pink: College, Canary: Student

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