



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

CNS TIME STAMP

 Dean / Associate Dean's Signature Date

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