Withdrawal Petition for Extenuating Circumstances

Withdrawal from classes in weeks thirteen through the last day of instruction shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control, and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the campus or may involve one or more courses. Before submitting a petition to withdraw from class, students are strongly advised to discuss with their instructor(s) the possibility of receiving an Incomplete. In cases in which sufficient work has been completed to permit an evaluation to be made, a grade and credit or an Incomplete may be assigned to allow the student to retain credit for work which would otherwise be lost due to complete withdrawal.

Requests for permission to withdraw in weeks thirteen through the last day of instruction must be made by petition with documentation to support the request to withdraw.
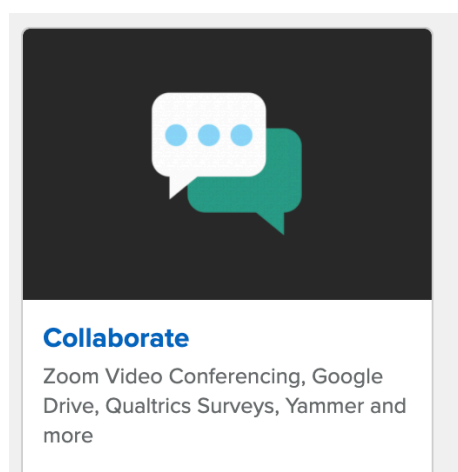
How to Submit a Withdrawal Petition for Extenuating Circumstances

This process is now digital; the student initiates the process, and enters the Program Coordinator's email address. If the Program Coordinator approves the request, they will sign the document through Adobe Sign and the form will automatically be routed to Office of Graduate Studies for final review. If approved, the form will be routed to the Office of the Register and all parties will receive a copy via email.
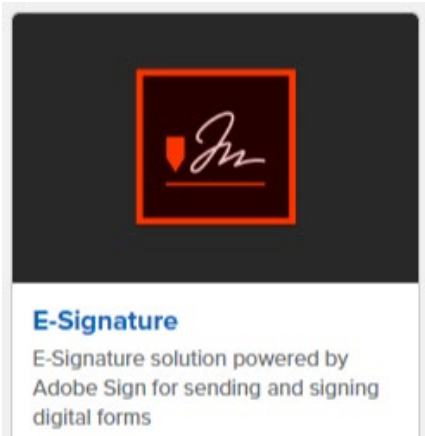
The progress of your request can be viewed within your Adobe Sign account.

Please read the following instructions and complete the form carefully. Incomplete requests or missing information, such as supporting documentation will result in your request being delayed.

To begin, log into your MyCoyote student portal. Scroll down until you locate the "Collaborate" tile. Click the "Collaborate" tile:

Scroll down until you locate the "E-Signature" tile. Click the "E-Signature" tile:

E-Signature

E-Signature solution powered by
Adobe Sign for sending and signing
digital forms

Sign in using your on-campus student email address.

Tip: Be sure you are using your on-campus student email address. Not sure what this email address is? Find it here: "myCoyote → "My Personal Information" →"Email Addresses" →You must use your "On-Campus" email address (not the email address that is beings with your coyoteidnumber@coyote.csusb.edu).

Sign in

New user? Create an account

Email address

joecoyote2020@coyote.csusb.edu

[Continue]

Or

Click "Start from Library"

Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures]   [Start from library]

Select "Workflows" and type "OGS" into the search bar. You should see the the Withdraw Petition for Extenuating Circumstances form:

Start from library

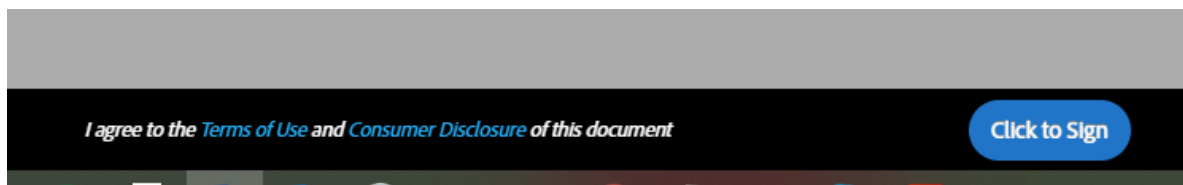| Name	Last Modified
▼ 📁 Account Workflows	
🔲 OGS - Simultaneous Enrollment	08/04/2020
🔲 OGS - Leave of Absence	08/04/2020
🔲 OGS - Thesis/Project/Dissertation Committee Certification	08/20/2020
🔲 OGS - Waiver of University Regulations	08/04/2020
🔲 OGS - Withdraw Petition for Extenuating Circumstances	08/20/2020
🔲 OGS - Repeat of a Course/Grade Discount	08/04/2020

Click on the form and select "Start"

Enter your Program Coordinator's email address and you may want to type a short message in the message box.

Attach any supporting documentation you may need for your request and click "Send".

You will be taken to the Withdraw Petition for Extenuating Circumstances Request Form. Complete the required fields* and then select "Click to Sign":

*Reason for the request Comments: Lengthy statements (more than a few word) should be attached in a separate document. If the entire statement is not visible on the form processing will be delayed.

The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.