

## EXTENDED ED PETITION TO WITHDRAW/DROP FROM A COURSE

Birthdate:   /   /    
M M / D D / Y Y

Empl. I.D. Number:

Name: \_\_\_\_\_  
Last (comma) First Middle

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### I REQUEST PERMISSION TO WITHDRAW/DROP FROM:

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Reason for request to withdraw from a course:  Medical  Personal  Financial  Other

**EXPLANATION:** (Documentation must be attached.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* By signing this form, I acknowledge that I have read and understand the published withdrawal policies of the program I am enrolled in.

### INSTRUCTOR'S COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DEPARTMENT HEAD/CHAIR DECISION:

Check one:  Withdrawal/Drop Approved  Withdrawal/Drop Denied

Department Head/Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CAL POLY EXTENDED EDUCATION OFFICE USE ONLY:** Approved:  Y  N Refund: \_\_\_\_\_ Grade: \_\_\_\_\_

FA Awarded:  Y  N Date FA Office Notified: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **WITHDRAWAL/DROP, FEE REVERSAL, AND ACADEMIC RECORDS POLICIES**

- 1. WITHDRAWAL:** To withdraw from a course, you must complete the Petition to Withdraw from a Course form and obtain the signatures of the instructor(s) and department chair. You must submit in person or electronically the approved withdrawal form to the Cal Poly Extended Education office by the deadline for your course.
- 2. FEE REVERSAL:** To qualify for a fee reversal, you must complete a petition to withdraw/drop or have contacted us in writing before the class start date. If the withdrawal/drop petition is received by the Cal Poly Extended Education office by the withdrawal deadline, and is approved, your fee reversal will be calculated. Depending on your program's deadlines and policies, fee reversal may or may not be applicable. If the fees were paid by credit card, the 2.75% convenience fee will not be refunded. Please refer to your program refund policy.
- 3. ACADEMIC RECORDS:** No enrollment entry will be noted for the course if you complete the withdrawal process prior to the add/drop deadline. If you withdraw from a course after the add/drop deadline (with the signature of the instructor and the department chair) you will receive a "W" (Withdrawal) as a final grade. Failure to complete the withdrawal process may result in a "WU" (Withdrawal Unauthorized) which is equivalent to a failing grade.

**NOTE:** Program dates may vary so watch deadlines carefully.