



PETITION FOR CLASS WITHDRAWAL

All petitions for class withdrawal are subject to review and approval by the UC Berkeley Extension Director of Enrollment Services. If any further information is necessary to support your request, you will be contacted using the address provided at the time of enrollment. Please address any questions to records@unex.berkeley.edu or call (510) 642-4172 Mon.-Fri., 8 am-4 pm.

NOTE: Concurrent enrollment and other UC Berkeley-equivalent courses (XB level courses) have additional requirements and deadlines for withdrawal. See www.unex.berkeley.edu/info/xb_courses.html for details.

For complete information please see the reverse of this form.

To be completed by student (please print):

Name: _____
LAST FIRST MIDDLE

Social Security number – last four digits ONLY: Course EDP: _____

Number and Title of Course: _____ Course Location: _____

Instructor's name: _____ Beginning Date of Course: _____
MM/DD/YY

Reason for Withdrawal: _____

Please choose one option and complete the information requested:

- I request to withdraw without penalty. I will **not** attend further class meetings. The academic designation of "W" (for Withdraw) will appear on my transcript. Last Date of Attendance: _____
- I request to withdraw from credit status without academic penalty. The academic designation "NC" (Not for Credit) will appear on my transcript. I will continue to attend class meetings on a regular basis.

Signed: _____ Date: _____
STUDENTS'S SIGNATURE

To return form	mail to	OR	fax to
	Director of Enrollment Services UC Berkeley Extension 1995 University Ave, Ste. 110 Berkeley, CA 94704-7000		Director of Enrollment Services fax (510) 643-2333

The information below will be obtained by Extension staff.

To be completed by instructor:

NOTE: If you approve this petition, please sign, date, and give last date of attendance. Indicate "W" or "NC" (Withdraw or Not for Credit) on the class roster. Please return this petition immediately to UC Berkeley Extension's Records Unit. Thank you.

Date of last attendance (effective date of withdrawal): _____
MM/DD/YY

Approved by: _____ Date: _____
INSTRUCTOR'S SIGNATURE

Class Withdrawal Information

UC Berkeley Extension courses represent a portion of your official academic record. Failure to complete necessary work affects this record. It is your responsibility to officially withdraw from courses you do not intend to complete.

Failure to attend classes does not constitute an official withdrawal from credit-bearing courses. The grade of "F" may be recorded for failure to attend, complete, or properly withdraw from courses numbered 1-899.

If you cannot complete a class in which you are enrolled, it is your responsibility to initiate withdrawal with the Director of Enrollment Services' Office. All petitions for class withdrawal are subject to review and approval by the UC Berkeley Extension Director of Enrollment Services. If any further information is necessary to support your request, you will be contacted using the address provided on this form.

You may choose one of these options:

You can request to withdraw without academic penalty and not attend any further class meetings. If your petition is granted, the academic designation of "W" for withdraw will appear on your transcript.

OR

You can request to withdraw from credit status from the course without academic penalty. If your petition is granted, the designation "NC" (not for credit) will appear on your transcript and you may continue to attend class meetings on a regular basis.

Please complete the other side of this document, including your personal information, course information, and the reason you are requesting to withdraw from the course. Select which option you are requesting (withdrawal or not for credit), sign the petition and fax or mail it to the address listed on the form. UC Berkeley Extension staff will obtain the signature of the instructor and forward your petition to the Director of Enrollment Services.

INTERNATIONAL STUDENTS: If you are holding an I-20 that was issued by the International Student Services office at UC Berkeley Extension, please notify that office prior to submitting your withdrawal petition. Immigration Regulations state very clearly that all F-1 students must carry a full course of study at all times. Therefore, it is very important to **consult with the International Student Services office prior to withdrawing** to maintain your F-1 status. Contact

International Student Services
UC Berkeley Extension
1995 University Avenue, Suite 110

office hours: Monday through Friday, 9 am–5 pm
phone number: (510) 642-2564
fax number: (510) 643-0216
e-mail: intl@unex.berkeley.edu

Please note: A petition to withdraw from a course does not constitute a request for a refund. For information on refund requests please see the current catalog or go to www.unex.berkeley.edu