

All petitions for course withdrawal are subject to review and approval by your UC Berkeley Extension academic department director and the Extension registrar. If further information is necessary to support your request, you will be contacted at the preferred email address you provided in your student profile. Please address any questions to extension-records@berkeley.edu or call (510) 642-4111, Monday–Friday, 9 am–4 pm.

NOTE: Concurrent Enrollment courses have additional requirements and deadlines for withdrawal. Please visit extension.berkeley.edu/static/studentservices/concurrent for details.

**For complete information on the withdrawal policy, please see p. 2 of this form.**

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**To be completed by student (please print):**

Name: \_\_\_\_\_ X  
LAST FIRST MIDDLE STUDENT ID

Course title: \_\_\_\_\_ Course section/number: \_\_\_\_\_

Instructor's name: \_\_\_\_\_ Beginning date of course: \_\_\_\_\_  
MM/DD/YY

Reason for withdrawal:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Last date of attendance: \_\_\_\_\_  
MM/DD/YY

I request to withdraw without penalty. If approved, I will **not** attend further class meetings or participate in online coursework. I request that the academic designation of "W" (for Withdraw) appear on my transcript.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
STUDENT'S SIGNATURE MM/DD/YY

**SUBMIT YOUR SIGNED REQUEST:**

**By Mail**  
 Student Records Unit  
 UC Berkeley Extension  
 1995 University Ave, Ste. 110  
 Berkeley, CA 94704-7000

**By Fax**  
 Student Records Unit  
 (510) 643-2333

**By email**  
 extension-records@berkeley.edu

The information below will be completed by Extension staff.

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**To be completed by Extension academic department director or registrar:**

**NOTE:** If you approve this petition, please sign, date and provide the effective date of the withdrawal. Assign a "W" (Withdraw) on the course/section grading sheet. Please return this petition immediately to UC Berkeley Extension's Student Records Unit at the address above. Thank you.

Effective date of withdrawal (last date of attendance): \_\_\_\_\_  
MM/DD/YY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
SIGNATURE MM/DD/YY

## COURSE 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 that you do not intend to complete.

Failure to attend classes does not constitute an official withdrawal from courses. The grade of “F” may be recorded for failure to attend, complete or properly withdraw from credit courses numbered 1–499 or noncredit courses numbered 800–899.

If you cannot complete a course in which you are enrolled, you can request to withdraw without academic penalty. It is your responsibility to initiate a course withdrawal with your Extension academic department director and the Extension registrar. All petitions for course withdrawal are subject to review and approval by the academic department director and the Extension registrar. If any further information is necessary to support your request, you will be contacted at the preferred email address you provided in your student profile.

If your petition is granted, the academic designation of “W” for Withdraw will appear on your official transcript.

### How to Initiate a Course Withdrawal

You can submit a request to withdraw by logging in to your student account and submitting the request on the Enrollment History page. You may also complete this Petition for Course Withdrawal form by following the instructions on p. 1. The request or form must be submitted prior to your course end date and final exam or project due date, or by the deadlines established for Concurrent Enrollment courses.

If your request to withdraw is approved, you receive a W grade that appears on your official transcript. Once your withdrawal is approved, stop attending class meetings.

**INTERNATIONAL STUDENTS:** Students studying on an F-1 visa must carry a full-time course of study at all times as defined by the program they are attending. **Therefore, to maintain your F-1 status, you must consult with Extension International Student Services at the following address prior to submitting a Petition for Course Withdrawal:**

International Student Services  
UC Berkeley Extension  
1995 University Ave., Suite 365  
Monday–Friday, 9 am–5 pm  
Phone: (510) 642-2564; fax: (510) 643-0216  
Email: [extension-intl@berkeley.edu](mailto:extension-intl@berkeley.edu)

**IMPORTANT:** A petition to withdraw from a course is not the same as dropping or receiving a refund for a course; strict deadlines apply to course drops/refunds. For more information, review the policies concerning Drops and Refunds at: [extension.berkeley.edu/static/studentservices/enrollment/#refunds](http://extension.berkeley.edu/static/studentservices/enrollment/#refunds).