PETITION TO WITHDRAW FROM A COURSE

NAME: _____ **PERM #:** _____

MAJOR: _____ **UMAIL:** _____ **PHONE #:** _____

QUARTER/YEAR: _____

Course Information:

Course (subject and number):	Enrollment Code:	Grading Option: Letter Pass/No Pass	Units:	Instructor Name:	Instructor #:

Student Statement: (Use this area to explain your request or attach separate document.)

Student Signature: _____ Date: _____

(By signing, I understand that I will continue to participate in the course until notified of action by the College of Engineering.)

Instructor Statement:

1. Did the student take the midterm exams?   Yes/No   Grade: _____

                          Final exam?   Yes/No   Grade: _____

2. To my knowledge, the student attended class (circle one):   Regularly / Infrequently / Never / Unknown

3. Comments (use back if needed):

Instructor Signature: _____ Date: _____

(Note: **Instructor's signature does not constitute approval of this petition; it is only a certification that items 1-3 are correct.** The final decision rests with the Associate Dean for Undergraduate Studies in the College of Engineering.)

College of Engineering use only: Approved: Denied:

College of Engineering: _____ Date: _____

COE Comments: _____

Office of Financial Aid & Scholarships (if applicable) : _____ Date: _____

Office of the Registrar use only:

Date Processed:	By:	LGR:

A $3 processing fee will be charged to your BARC account.