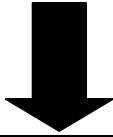


UNIVERSITY
WITHDRAWAL PROCEDURES
applies to 3rd - 7th week of quarter

(Withdrawals within this period must be for serious and compelling reasons)

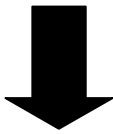
1. ACADEMIC RECORDS

Students petitioning to withdraw from a class or classes need to get the withdrawal petition form from Academic Records



2. COURSE INSTRUCTOR

Students need to have the course instructor sign their petition and comment on class attendance and performance.



3. Student Advisor or Major Department Head or Designee

Students need to have their advisor's or their Major Department Head or designee's signature with comments on overall performance.



4. Course Department Head or Designee

Counseling Services are **REFERRALS ONLY!** Students who are referred for "*serious and compelling reasons*" assessment need to make a one (1) hour appointment.



Course Department Head or Designee **MAY** refer to Counseling Services if he/she needs verification of "*serious and compelling reasons*".

5. ACADEMIC RECORDS

Course Department Head or Designee sends petition to Academic Records for posting.