Office of Undergraduate Studies
College of Engineering

Harold Frank Hall, Room 1006
(805) 893-2809

Petition to Withdraw from a Course

QUARTER/YEAR: _____ **PERM NUMBER:** _____

Mr. _____ Major: Chemical Engineering
(Mr/Ms) Last Name First Name MI

_____ Telephone #: _____
Street Address

_____ Umail: _____
City State Zip Code

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.)

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: _____ Date: _____
COE Comments: _____

Office of the Registrar use only:

Date Processed:	**By:**	**LGR:**

A $3.00 processing fee will be charged to your BARC account.