CAL POLY
Extended Education

Community Access Petition to Withdraw/Drop

Please use one form for each course.
Please submit completed form to Extended Education via one of the following:
*E-mail to **summer@calpoly.edu**, fax to **805-756-5933**, or drop off at **Science Building 52, Room E34**.*

Name:

Last (comma) First MI

Birthdate: M M / D D / Y Y

Empl. I.D. Number:

Phone:_____ **Email:** _____

I request permission to withdraw/drop from:

Course: Prefix - Number - Section

Course Title:_____

Quarter:_____ **Year:**_____

Reason for withdrawal/drop:

☐ Standard drop (refer to website *http://www.summer.calpoly.edu/community/financial.html*)

☐ Serious and compelling reason (refer to website *http://www.summer.calpoly.edu/community/financial.html.*). This petition is for serious and compelling reasons such as those emanating from medical, financial, or personal problems. Appropriate documentation supporting the circumstances written below must accompany this form.

_____

_____

☐ Withdraw for emergency reason (refer to website *http://www.summer.calpoly.edu/community/financial.html*) This petition is for emergency reasons beyond the student's control. Appropriate documentation supporting the circumstances written below must accompany this form.

_____

By signing this form, I acknowledge that I have read and understand the withdrawal/drop policies of Cal Poly Extended Edu-cation. I acknowledge that poor grades, general inability to pay, irregular attendance, or dissatisfaction with the course are not in themselves sufficient reasons for withdrawal.

Student Signature:_____ **Date:**_____

Approval:

By signing this form, I acknowledge that I understand the withdrawal/drop policies of Cal Poly Extended Education and that I am not authorizing any fee reversal or refund eligibility. I acknowledge that the student is petitioning to withdraw/drop for the stated reason.

Instructor Signature:_____ **Date:**_____

Cal Poly Extended Education office use only:

Approval Signature:_____ **Date:**_____

For complete withdrawal/drop, fee reversal, and refund deadlines and policies, please visit summer.calpoly.edu/community/ or call (805) 756-2053

Revised 6/30/16