



# SACRAMENTO STATE

## PETITION FOR EXCEPTION: WITHDRAWAL IN EXCESS OF 18 UNITS

An exception to the University Withdrawal Policy for undergraduate students may be considered in cases of demonstrated need which support the future of the student's academic success. If you are seeking to drop/withdraw from an individual course(s) after the fourth week of the semester and have or will have reached the University maximum of 18 units of "W" grades allowable, then you must submit this approved petition as a supplement to your approved Add/Drop/Withdrawal Petition.

<input type="text"/>			<input type="text"/>	
<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Student ID # (NOT SSN)</b>	
<input type="text"/>			<input type="text"/>	
<b>Street Address</b>			<b>Apt #</b>	
<input type="text"/>			<input type="text"/>	
<b>City</b>		<b>State</b>	<b>Zip</b>	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
<b>Samlink Email</b>			<b>Major</b>	
<input type="text"/>			<input type="text"/>	
			<b>Expected Graduation Date</b>	
			<input type="text"/>	

### INSTRUCTIONS

The following must be provided to appeal the University Withdrawal Policy:

- Attach a statement that addresses the reason(s) for exceeding the 18 units of "W" grades allowed during your undergraduate career per Executive Order 1037.
- Attach supporting documentation (i.e., medical, employer, etc.) relevant to your reason(s) and semesters addressed in your statement
- Attach a completed Academic Plan that reflects what changes you will make to academically succeed for future terms
- Attach a completed Add/Drop/Withdrawal Petition form with all necessary signatures

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: YOU WILL NEED TO RESUBMIT A SEMESTER WITHDRAWAL FORM AND ATTACH THE PETITION FOR EXCEPTION ALONG WITH YOUR SUPPORTING DOCUMENTS.**

MAJOR DECLARED

UNDECLARED

\*(IF UNDECLARED, SSC COUNSELOR SIGNATURE ONLY)

University Recommendation				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Major Advisor Signature	Advisor's Name (printed)	Department/College	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
(Major) Dept. Chair Signature	(Major) Dept Chair's Name (printed)	Department/College	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Approve <input type="checkbox"/> Deny
UUE'E'qwpugrqt'Uki pcwtg	UUE'E'qwpugrqt'P co g'r tlpvgf +	Date		

NOTES:

Registrar's Office Use Only				
Records Updated	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Initials	Date		



SACRAMENTO STATE

Advisor Comments

Advisor Initials