

Withdrawal Form

Instructions:

(1) Complete Part I, II (must attach supporting documentation), and III (must secure Instructor's approval).
Timelines:
a. 20th business day of the term through the end of the 12th week: completed form, documentation of serious /compelling reason, instructors signature.
b. After the 12th week of term: completed form, documentation of serious, compelling, extenuating circumstances, and/or explanation of reasons for not withdrawing prior to the end of 12th week, and instructor signature required.

(2) Submit completed Withdrawal form and documentation to Cougar Central, CRA 3900, during business hours. See attached guidelines for more information.

(3) Students will be notified via email of denied petitions. For approved petitions, a grade of "W" will be recorded on the student record.

Term: Fall Term 20__ Spring Term 20__ Summer Term 20__

I am withdrawing from ALL my classes for the term: Yes No

Part I: Student Information:

Last Name, First Name:	Student ID #:
Mailing Address: Street Address, City, State, Zip	Day Phone or Cell:
Major:	E-mail:

Part II: Withdrawal Reason: Please elaborate in detail (include additional page(s) as necessary) and attach required appropriate supporting documentation.

Part III: Course Information:

Class Number (5 digit #)	Course Title (i.e. GEL 101)	1 st Half/ 2 nd Half/ Full Term	Units	Course Instructor Completes this only during the current term			
				Date of Last Attendance	Grade Earned to Date	Instructor's Signature	Date

Part IV: Student Signature:

My signature certifies the accuracy of the above information and that I understand all communication relating to this request will be sent via CSUSM email (for current students) or the email provided above (for discontinued students). **Please make a copy for your records.

Student Signature: _____ Date: _____

Part V: For Review Committee ~ Office Use Only

20th Day- End of 12th week of term withdrawal:
 Approved: Serious, compelling or extenuating circumstances for supporting withdrawal documentation provided.
 Denied: Circumstances not beyond student's control or serious, compelling circumstances.
 Denied: Appropriate verifying documentation not provided.
College Dean's/ Program Directors or Coordinators /Graduate Studies Dean, or Approved Designees Signature
 _____ Date _____

After 12th week of term or Retroactive Withdrawal:
 Approved. Serious, compelling or extenuating circumstances for supporting withdrawal documentation provided.
 Denied: Circumstances not beyond serious, compelling, extenuating circumstances, or did not preclude withdrawal by end of 12th week.
 Denied: Appropriate verifying documentation not provided.
Presidential Appointee Signature
 _____ Date _____

Records Office: Date Processed: _____ Initials: _____ Notification Sent: Date: _____ Initials: _____

Withdrawal Form Guidelines

Documentation:

All requests for withdrawal after the 19th day of instruction during a semester must be for verifiable reasons and require appropriate documentation.

Request for Withdrawal for Serious & Compelling Reasons:

Serious or Compelling Circumstances:

- An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the university.
- An extended absence due to a death in the immediate family. This applied to absences exceeding a week due to family affairs that must be attended to by the student.
- A necessary change in employment status which interferes with the student's ability to attend class. The student's employer must verify this change in employment in writing, on company letterhead, for the term in which the withdrawal is being requested.
- Active military duty. Orders must be provided.
- Other unusual or very special cases, considered on their own merit.

The following situations are not serious and compelling reasons:

- Unable to manage enrollment at the University, e.g., holds or service indicators, financially unable to pay fees by the deadline.
- Grade anticipated in class is not sufficiently high, or student is doing failing work.
- Failure to attend class, complete assignments, or take a test.
- Dissatisfaction with course material, instructional method, or instructor.
- Class is harder than expected.
- Pressure of other classes, participation in social activities, or simple lack of motivation.
- A change of major.

For Undergraduate Students Withdrawal Policy visit:

<http://www.csusm.edu/enroll/New%20Policies%20Effective%20Fall%202009/index.html>

For Graduate Students Withdrawal Policy visit:

<http://www.csusm.edu/gsr/graduatestudies/policies.html>

For information on the status of your Withdrawal Form, email: registrar@csusm.edu from your CSUSM university email account. Please include in the subject line: WITHDRAWAL STATUS – Your Name. In the body of the message, include your name, student ID, and courses for which you are requesting a withdrawal.

Withdrawal Impacts:

Fees

Fee refunds are prorated and will happen automatically. There are no refunds after 60% of the term. Students who wish to petition for fee differences will need to fill out the "University Regulations Waiver" handled through the Cashier's Office (CRA 3900).

Financial Aid

You should contact the Office of Financial Aid & Scholarships at (760) 750-4850 (Craven Hall 3900) to discuss the implications of course withdrawal(s).

Grades

- *Approved Withdrawal Grade* - The grade of "W" will appear on the student's permanent record in which an approved withdrawal has been authorized, and will not have an effect on the student's GPA.
- *Withdrawal Unauthorized Grade* - The symbol "WU" will be placed on a student's record in which the student enrolled in a course and stopped attending without withdrawing officially. A "WU" grade is equivalent to an "F" for GPA purposes.

Know Your Options:

Course Withdrawal Limit

Both Graduate and Undergraduate students should read appropriate campus policy for specific course withdrawal limits.

Incomplete "I" Grades

A grade of Incomplete may be granted by a professor when a portion of the course requirements remain incomplete and, for fully justifiable reasons, you are unable to complete them by the end of the semester. Refer to the University Catalog for details.

Repeat Policy

A course taken at CSUSM in which a grade of C- or less is received may be repeated at CSUSM for purposes of omitting a prior grade from the GPA calculations and satisfying requirements. Refer to the University Catalog for an explanation for repeat policies for Undergraduate or Graduate Programs.

Advising Services

Consider scheduling an appointment with your academic advisor to further discuss withdrawal consequences: (www.csusm.edu/academicadvising). Graduate students should consult with their respective Graduate Program Coordinator.

Athletics

Any student-athlete dropping below 12 semester units must contact the Athletics Coordinator prior to submitting this form.

International Students

Any F-1 or J-1 visa International Student dropping below 12 semester units must contact the International Student Advisor prior to submitting this form.