

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: _____