



California State University SAN MARCOS

Office of the Registrar California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
Tel: 760.750.4814 Fax: 760.750.3700 www.csusm.edu/enroll/ registrar@csusm.edu

WITHDRAWAL FORM

Instructions: See backside for complete details. Completed forms are accepted by the Office of the Registrar in person at Cougar Central located in Craven Hall 3900, by mail, by fax, or as a scanned email attachment to registrar@csusm.edu

Student Name: Last _____ First _____ Middle _____

Student ID: _____ Cougar Email: _____
(or last four of social security number) (or personal email address)

Degree Program: _____ Contact Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

TERM: Fall 20__ Spring 20__ Summer 20__ **Withdrawing from ALL courses:** Yes No

WITHDRAWAL REASON: Please elaborate in detail (include additional pages as necessary) and attach required appropriate supporting documentation.

COURSE INFORMATION:				Only necessary during current term		
Class Number	Course Title	Units	1 st /2 nd / Full Term	Date of Last Attendance	Grade Earned to Date	Instructor's Signature

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

Student Signature: _____ **Date:** _____

FOR REVIEW COMMITTEE (OFFICE USE ONLY)

20th Day- End of 12th week of term withdrawal:

- Approved:** Serious/compelling/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/Program Director or Coordinator/Graduate Studies Dean/Approved Designee

Signature: _____ **Date:** _____

After 12th week of term or Retroactive Withdrawal:

- Approved:** Serious/compelling/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:** _____

Revised July 2, 2018

Medical Military

Date Processed: _____ Initials: _____

WITHDRAWAL FORM GUIDELINES

Instructions:

(1) Complete the portions for student information, withdrawal reason (must attach supporting documentation), and course information (must secure instructor's signature, if during current term).

Timelines:

- a. 20th business day of the term through the end of the 12th week: completed form, documentation of serious/compelling reason, and instructor's 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 the 12th week, and instructor's signature required.

(2) Submit completed Withdrawal Form and documentation to the Office of the Registrar.

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

KNOW YOUR OPTIONS

Advising Services: Consider scheduling an appointment with your academic advisor to further discuss withdrawal consequences. Graduate students should consult with their respective Graduate Program Coordinator.

Course Withdrawal Limit: Both Graduate & 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.

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 below 12 semester units must contact their International Student Advisor prior to submitting this form.

DOCUMENTATION

All requests for withdrawal after the 19th day of instruction during a semester must be for verifiable reasons & 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 applies to absences exceeding a week due to family affairs that must be attended to by the student.
- Active military duty. Orders must be attached.
- 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.
- Other unusual or very special cases are considered on their own merit.

NOT Serious or Compelling Circumstances:

- 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 in major.

For Undergraduate Students Withdrawal Policy visit:

For Graduate Students Withdrawal Policy visit:

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 3800).

Financial Aid: You should contact the Office of Financial Aid & Scholarships (CRA 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 grade of "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.

For information on the status of your Withdrawal Form, email: registrar@csusm.edu from your CSUSM email account. Please include in the subject line: WITHDRAWAL STATUS –Your Name.