



ACADEMIC WITHDRAWAL

One petition per term

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 or as a scanned email attachment to withdrawals@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: _____

(EL only) I am withdrawing from the entire program: Yes No If no, what term are you returning? _____ 20__

WITHDRAWAL REASON: Please attach an explanation in detail and attach required appropriate supporting documentation.

COURSE INFORMATION:			<i>Only necessary during current term</i>		
Class Number	Course Title	Term	Date of Last Attendance	Grade earned to date	Instructor's Signature

(EL only) Are you receiving funding through the Kaiser Ben Hudnall Memorial trust? Yes No

If yes, please provide your Kaiser NUID# _____

*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) / (8th day - End of 6th week for EL online & accelerated programs) 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) / (After 6th week for EL online & accelerated programs) 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 (6th week for EL).
- Denied:** Appropriate verifying documentation not provided.

Presidential Appointee Signature: _____ **Date:** _____

Medical Military

TERM: _____ All courses: Date Processed: _____ Initials: _____

WITHDRAWAL FORM GUIDELINES

For full withdrawal policy, visit: <https://www.csusm.edu/policies/active/documents/withdrawal.html>

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:

State-side & Extended Learning standard programs

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

Extended Learning online & accelerated programs

- The 8th business day of the term through the end of the 6th week: completed form and documentation of serious or compelling reason.
- After the 6th week of the term: completed form and documentation of accident, serious physical or mental illness or serious personal family problems.

(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.

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:

- 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.
- 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

WITHDRAWAL IMPACTS

State-side 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).

Extended Learning Fees:

For classes 15 weeks or less students may be eligible for a 100% refund up to 11:59pm PST on the 7th day of the session. After the 7th day of the session, there are no refunds. For classes 16 weeks or more students may be eligible for a 100% refund up to 11:59pm PST on the 14th day of the session. After the 14th day of the session, there are no refunds. For summer & intersession courses, prior to the first week, students may receive a 100% refund. There are no refunds once the summer or intersession term begin. For contract credit courses, no refund is available. For BTSA credit, refer to the summer and intersession policy above.

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.

Financial Aid:

You should contact the Office of Financial Aid & Scholarships (CRA 3900) to discuss the implications of course withdrawal(s).

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