

# COURSE/UNIVERSITY WITHDRAWAL FORM

This form is to be used when the student is dropping one or more courses after the census date or when the student requests a withdrawal from the University.

Student Identification Number

Last Name

First Name

Middle Initial

Semester/Year

PLEASE PRINT

## INSTRUCTIONS

### “W” WITHDRAWAL PERIOD

Students may not withdraw from a course after the 20th day of instruction for Fall/Spring semester and the 6th day for Winter Term as shown in the Academic Calendar except for serious and compelling reasons. A serious and compelling reason is defined as one in which circumstances are clearly beyond the student’s control, e.g. accident, serious illness, change of working hours causing a class/work conflict, transfer out of the area, hospitalization, etc. Signatures of instructor, appropriate department chair and school dean are required. **Documentation must be submitted with form.**

**Last date of attendance MUST  
be filled in by Instructor**

D R O P	Course Request Number	Department	Course Number	Section Number	Units	Instructor's signature	last date of attendance	Department Chair's signature

**INDICATE REASONS FOR WITHDRAWING** If withdrawal is for compulsory military duty, check box and attach a copy of your orders.

 Military Duty

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

 APPROVE  DENY

REASONS FOR DENIAL

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_



**California State University, Stanislaus  
Office of Admissions & Records**  
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**VETERANS**

Veterans receiving educational benefits must receive prior approval from the Veteran’s Coordinator in the Admissions & Records office to withdraw from courses.

\_\_\_\_\_  
Veteran’s Coordinator Signature

**FINANCIAL AID**

Financial Aid students must receive prior approval from the Financial Aid Office for any withdrawal.

\_\_\_\_\_  
Financial Aid Officer Signature