### 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.

### Veterans

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

### Financial Aid

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

### 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.

#### Course/Request Number

<table>
<thead>
<tr>
<th>Course Department</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Units</th>
<th>Instructor's signature</th>
<th>Last date of attendance</th>
<th>Department Chair's signature</th>
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<tbody>
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**Please Print**

Student's Signature _______________________________ Date __________________________

APPROVE  DENY

#### Indicate Reasons for Withdrawing

- If withdrawal is for compulsory military duty, check box and attach a copy of your orders.

- Military Duty

**Student Identification Number**

**Last Name**

**First Name**

**Middle Initial**

**Semester/Year**

**California State University, Stanislaus**

**Office of Admissions & Records**

801 West Monte Vista Avenue, Turlock, CA 95382

209/ 667-3151

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