

## Course/University Withdrawal Form

**INSTRUCTIONS**

- Please print
- Attach documentation
- Obtain signatures of the instructor, appropriate department chair, and school dean
- Last date of attendance is required for requesting a refund and must be noted by the instructor
- If you were awarded financial aid, check with the Financial Aid Office regarding refunds

University ID# \_\_\_\_\_ Phone # (    ) \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Term/Year \_\_\_\_\_  
Last First

**Last date of attendance OR Never Attended must be indicated**

Course ID #	Subject	Catalog #	Section #	Units	Instructor's signature	Last date of attendance	Department Chair signature

REASON FOR WITHDRAWING \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MILITARY DUTY**---check this box if withdrawal is for compulsory military duty. Attach a copy of your orders.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVE  DENY  REASON FOR DENIAL: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dean's signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR ENROLLMENT SERVICES USE ONLY**

### INFORMATION regarding the withdrawal process

- ❖ The "W" withdrawal period begins the day after Census and ends the last day of the term.
- ❖ 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.
- ❖ Students may not withdraw from a course after the census date for Fall, Winter, Spring, Summer Terms 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 students control, e.g. accident, serious illness, transfer out of the area, hospitalization, etc.
- ❖ All signatures must be obtained and action taken on withdrawal request in order to be processed.
- ❖ Enrollment Services processing time is 7 to 10 business days.
- ❖ Once the term is over a student must complete a University-wide petition and pay the \$10 processing fee at Cashier's to request a withdrawal.

### INFORMATION regarding refunds

- ❖ The last date of attendance OR Never Attended **must** be noted by instructor/department in the appropriate space on the withdrawal form for refund consideration
- ❖ If the last date of attendance OR Never Attended **is not** noted, the drop date will be the date the dean signed the forms
- ❖ Contact Student Financials regarding refund information at 209-667-3063
- ❖ Contact Financial Aid regarding loan/grant/scholarship repayment information at 209-667-3336

### INFORMATION regarding Veteran Benefits

- ❖ Veteran's receiving educational benefits must receive prior approval from the Veteran's Coordinator to withdraw from courses
- ❖ Contact the Veteran's Office at 209-667-3081

### WITHDRAWAL from CSU, Stanislaus

Students must enroll at least part-time for **one semester each calendar year** to maintain rights to their original catalog year for graduation requirements, as explained in the "Graduation Requirements" section of the catalog under "General Requirements for Degrees."

Withdrawal from a course (or courses) is permitted, without restriction or penalty, prior to the Enrollment Census Date. No symbol is recorded in such instances. In connection with all other approved withdrawals, the "W" symbol shall be used.

- a. Undergraduate students may withdraw from no more than 18 semester-units.
- b. The limit applies only to units attempted at CSU Stanislaus.
- c. Withdrawals after the Enrollment Census Date and **prior to the last twenty percent of instruction** may be assigned only for serious and compelling reasons. Permission to withdraw during this time shall be granted only with the approval of the instructor, the department chair, and the college dean. All requests to withdraw under these circumstances and all approvals shall be documented using a Withdrawal Form with the Enrollment Services Office and such approvals shall be maintained in accordance with campus record retention policy.
- d. Withdrawals shall not be permitted during the final twenty percent of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve 1) total withdrawal from the campus or 2) may involve only selected courses. However, a course grade and credit or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be approved by the Vice Provost (appointed by the president to act in such matters). Such withdrawals shall not count against maximums provided for in a. above.
- e. A "W" shall not be used in calculating grade point average or progress points.