



Stanislaus State

OFFICE OF EXTENDED AND INTERNATIONAL EDUCATION

Withdrawal Form

University ID# _____ Phone # () _____ Date _____

Name _____ Term/Year _____
Last First

INSTRUCTIONS: How to Withdraw from a Course

- Please print
- Per Academic Senate, no documentation is required until the 20% part of the term for all terms that are virtual due to Covid-19.
- Last date of attendance is required and must be noted by the instructor.
- Note that withdrawing from a course could impact your financial aid. Contact a financial aid counselor regarding your specific circumstances related to financial aid. There is a withdrawal limit of 18 units.
- A "W" will be noted on your transcript after the withdrawal is approved and processed.

*Please Note: Refunds are prorated based on the date the withdrawal form is received in Office of Extended & International Education.

Last date of attendance OR Never Attended must be indicated

WITHDRAWAL	Course ID #	Subject	Catalog #	Section #	Units	Instructor's Name	Last date of attendance	

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 OEIE Dean's signature _____ Date _____

INFORMATION regarding course 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 student's control such as an accident, serious illness, or transfer out of the area.
- ❖ All signatures must be obtained in order for the withdrawal to be processed.
- ❖ 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 of the Office of Extended and International Education signed the forms.
- ❖ Contact Student Financial Services regarding refund information at 209-667-3063.
- ❖ Contact Financial Aid regarding loan/grant/scholarship repayment information at 209-667-3336.

INFORMATION regarding Veteran Benefits

- ❖ Veterans 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 Stanislaus State

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.