

Course/University Withdrawal Form

INSTRUCTIONS

- Please complete student information, the current class information and reason for withdrawing.
- If you were awarded financial aid, check with the Financial Aid Office at Financial_Aid@csustan.edu to determine if withdrawing will impact your financial aid award.
- Student is responsible for routing the form to obtain the last date of attendance from the instructor, the major department chair/program director and college dean's signatures.
- A "W" will be noted on your transcript after the withdrawal is approved and processed.
- Email completed form to cape@csustan.edu

*Please Note: Refunds are prorated based on the date the withdrawal form is received in Continuing and Professional Education.

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 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 REASON FOR DENIAL: _____

Major Dept. Chair or Program Director signature * _____ Date _____

College Dean's signature * _____ Date _____

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, work hours, 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 this form
- ❖ 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

- ❖ Veteran's receiving educational benefits must receive prior approval from the Veteran's Coordinator who can be reached 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 major department chair, and the major college dean. All requests to withdraw under these circumstances and all approvals shall be documented using a Withdrawal Form and should be submitted to Enrollment Services 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.