

# COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

## DROP & WITHDRAWAL PROCEDURE AND TIMELINE

### FALL 2017

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The conditions under which students may drop/withdraw from classes are stated in University Policy Statement 12-03. The most current information on CSULB drops and withdrawals is posted at [Registration and Records](#). The CNSM *Drop & Withdrawal Procedure and Timeline* reviews these procedures, and it serves as a statement of our understanding of terms used by Enrollment Services.

**NOTE: DROPS/WITHDRAWALS ARE STUDENT INITIATED.**

#### 8/28-9/11/2017: Online Registration & Adjustment including SELF-SERVICE DROPS via MyCSULB

Students may drop classes during the first two weeks of classes (until 9/11/2017 at 10:00 P.M.) via the [MyCSULB Student Center](#) and the class will not appear on their permanent records.

#### 9/12 – 11/17/2017: WITHDRAWALS (After first 2 weeks & prior to the final 3 weeks of instruction)

Follow the directions on the [Petition to Withdraw from a Class\(es\) After the First 2 Weeks and Prior to the Final 3 Weeks of Instruction Form](#). Signature approval must be obtained from both the Instructor and the Department Chairperson.

If withdrawing after the second week of instruction, a "W" will appear on the student's permanent record. Students should consider the consequences of this action and consult their academic advisor. After the second week of the term, withdrawals can impact progress towards degree, future course enrollment, and future financial aid eligibility. In addition, the withdrawal units will be applied to the student's Undergraduate Withdrawal Limit (18 units over the course of their entire CSULB undergraduate career).

Students should also be aware that after the 2nd week of instruction, class withdrawals are permissible only for serious and compelling reasons. The definition of serious and compelling reasons as applied by faculty and administrators will be defined more narrowly as the term progresses. **Please be advised that poor academic performance or poor time management is not justification for withdrawing from classes.**

#### 11/18 – 12/12/2017: CATASTROPHIC WITHDRAWAL\* DURING FINAL 3 WEEKS OF INSTRUCTION

If seeking a Catastrophic Withdrawal, the student should submit the [Petition to Withdraw from Classes in Final Three Weeks of Instruction](#) and the applicable form ([Catastrophic Withdrawal Request-Medical](#) OR [Catastrophic Withdrawal Request – Beyond Student's Control](#)) no later than the last day of classes in the requested term.

Withdrawal during the final three weeks of instruction is not permitted unless there are circumstances beyond the student's control in which a serious personal life situation, illness or accident prevents the student from continuing in their classes and Incompletes or other arrangements with instructors are not possible. **Categorized as a Catastrophic Withdrawal, such requests require thorough and credible documentation, normally involve withdrawal of all courses in the term, and are not intended to be made more than once during a student's academic career.** In order to be considered, requests for Catastrophic Withdrawals require support from the instructor, chairperson of the department offering the class, and the Dean of the college in which the class is taught. **Final approval can be granted only by the Office of the Provost.**

\*Catastrophic Withdrawal may be initiated at any point during the semester, but no later than the last day of classes in the requested term.