College of Natural Sciences and Mathematics

Withdrawal Procedure and Timeline

Spring 2016

The conditions under which students may withdraw and the documents which must be submitted are detailed in University Policy Statement 12-03, and described in the CSULB Catalog. The most current information on CSULB withdrawals is posted at: http://www.csulb.edu/depts/enrollment/registration/details.html#anchor3. The CNSM procedure statement is in part a reminder of some of those provisions, and it will also serve as a statement of our understanding of some of the terms used in the Catalog. Students are responsible for initiating the withdrawal procedure.

1/19-2/1/2016 I. SELF-SERVICE WITHDRAWALS ON MyCSULB FOR THE FIRST TWO WEEKS OF INSTRUCTION.

Students may withdraw during this period through MyCSULB (until 2/1/2016 at 10:00 P.M.) and the course will not appear on their permanent records. After this period, a “W” will appear on the permanent record of the student.

2/2 – 4/15/2016 II. WITHDRAWALS AFTER THE FIRST TWO WEEKS OF INSTRUCTION AND PRIOR TO THE FINAL THREE WEEKS OF INSTRUCTION.

A. Prior to withdrawing from classes, students should consider the consequences of this action. After the second week of the term, a withdrawal generally will 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.

Students should also be aware that after the 2nd week of instruction, class withdrawals are permissible only for serious and compelling reasons and will be subject to CSULB’s Undergraduate Withdrawal Limit. 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.

B. The request and approvals must state the reasons for the withdrawal. Written approval must be obtained from both the Instructor and the Department Chair.

4/16 – 5/6/2016 III. WITHDRAWALS DURING THE FINAL THREE WEEKS OF INSTRUCTION.

Withdrawals during the final three weeks of instruction are not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical. Ordinarily, withdrawals in this category will involve total withdrawal from the campus except that a Credit/No Credit grade or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw must be accompanied by supporting documentation. Written approval must be obtained from the Instructor, the Department Chair, and the Dean.³

³A CNSM form (see reverse side of this form or the college or department offices) for withdrawal during the last three weeks of instruction must be attached to the University’s “Request to Withdraw from a Class” form prior to seeking the Dean’s signature.

Approved by CNSM August 2008; updated for dates 8/15/2014.
Notice to students:

The official withdrawal procedure in the College of Natural Sciences and Mathematics is stated on the reverse side of this form. Unit limits on withdrawing and repeating courses were implemented university-wide, effective Fall 2009. The University Center for Undergraduate Advising has published a web page of explanation: [http://www.csulb.edu/divisions/aa/undergrad/documents/CSULB_Undergraduate_Limit.pdf](http://www.csulb.edu/divisions/aa/undergrad/documents/CSULB_Undergraduate_Limit.pdf). Please read carefully before continuing with the withdrawal process.

If you are withdrawing in the final three weeks of instruction (after April 15, 2016):

a. Fill out the University “Petition to Withdraw from a Class(es)” form. Attach documentation to substantiate the reason for withdrawing. Documentation must be written and signed by someone other than yourself. For example, if illness* is the reason for withdrawal, your physician should document this, including all appropriate dates, in a signed letter. (*For students withdrawing from all classes due to illness, the Medical Withdrawal Petition is available at this link: [http://www.csulb.edu/depts/enrollment/assets/pdf/medical_withdrawal_petition.pdf](http://www.csulb.edu/depts/enrollment/assets/pdf/medical_withdrawal_petition.pdf))

b. Take the “Petition to Withdraw from a Class(es)” form and this form to the instructor of each course you are dropping.

c. If the instructor approves your request to withdraw, take your materials, including this completed form, to the Department Office for evaluation. After evaluation by the Chair, you must pick up these materials from the Department Office. The department will not forward the forms for you.

d. If permission is granted by the Chair to withdraw, take the approved form to the College of Natural Sciences and Mathematics Office (HSCI-160). Allow one campus working day for evaluation by the Dean’s Office before you deliver the form to the Office of Enrollment Services by the published deadline.

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**TO BE FILLED IN BY THE STUDENT**

Name of Student ___________________________ I.D. ___________________________

Course (Department/Number) _______________ Course Title _______________

Telephone Number _________________________ Date ___________________

Are you withdrawing from all classes this semester? __________________________

**TO BE FILLED IN BY THE INSTRUCTOR**

Last Day of Attendance _____________________ Letter Grade to Date __________

Instructor's Signature _____________________ Date ___________________