



**UNIVERSITY WITHDRAWAL**

This form is used to formally withdraw from the University. Withdrawals should be submitted directly to the Office of Undergraduate and Graduate Studies with accompanying documentation and required signatures. This form is used solely to update Academic Records and does not dictate the amount of financial reimbursement for tuition and fees.

<b>STUDENT ID:</b>	<b>FIRST NAME:</b>	<b>LAST NAME:</b>
<b>ADDRESS:</b>		
<b>CITY, STATE, ZIP:</b>		
<b>PHONE NUMBER:</b>	<b>E-MAIL ADDRESS:</b>	
<b>CLASS LEVEL:</b>	<b>TERM WITHDRAWING FROM:</b>	

**LIST THE COURSES YOU ARE WITHDRAWING FROM:**

5 DIGIT CRN NUMBER	DEPT & COURSE #	SECTION	UNITS	INSTRUCTOR'S SIGNATURE	FINAL DATE OF COURSE ATTENDANCE

**REASON FOR UNIVERSITY WITHDRAWAL:**

**MILITARY      MEDICAL      WORK SCHEDULE/ EMPLOYMENT CHANGE      PERSONAL**

**OTHER:** \_\_\_\_\_

**Please be specific in explaining the serious and compelling reason for requesting a University Withdrawal:**

**ARE YOU A GRADUATE STUDENT?** **YES** **NO**

If yes, approval signature of Graduate Program Coordinator Date

**ARE YOU A FINANCIAL AID RECIPIENT?** **YES** **NO**

If yes, verification signature of Financial Aid Representative Date

**ARE YOU AN INTERNATIONAL STUDENT?** **YES** **NO**

If yes, approval signature of International Programs Advisor Date

**DO YOU RECEIVE VA BENEFITS?** **YES** **NO**

- Graduate students must obtain approval from their program coordinator.
- Students who receive financial aid must consult with the CSUMB Financial Aid Office regarding any required return or repayment of grants or loan assistance received for that academic term or payment period.
- International students are reminded that immigration laws govern their visas. International students must consult with the International Programs Advisor.
- Official withdrawal within the add/drop period will result in no record of enrollment on the transcript. Newly admitted students who withdraw during this period are required to reapply to the University.
- Students wishing to withdraw after the last day of the add/drop period must give documented evidence that the withdrawal is necessary because of a serious and compelling reason. A grade of "W" will appear on the transcript for each course, if the request is granted. Undergraduate students can only withdraw from 18 units during the course of their studies at Cal State Monterey Bay.
- Students withdrawing are no longer eligible for Main Campus and East Campus student housing and must submit a license cancellation form with Student Housing & Residential Life and set up an appointment to move out of their assigned space. If the student wishes to return to CSUMB as a full time student, students must submit a new security deposit and housing application in order to be eligible to return to on-campus housing and will be considered a "new" student in housing.

*I certify that all information contained herein is correct and complete. I understand the withdrawal policy: all courses in which I am currently enrolled in this term will be affected. I understand that I am responsible for all debts owed to the University. I am further aware that any money owed the University will be deducted from any refund or will result in a hold being placed upon my records. I am aware of the tuition refund deadlines as stated in the current catalog. Failure to follow formal University procedures may result in an obligation to pay fees, as well as a future assignment of failing grades in all courses. Please send any questions regarding tuition reimbursement to [student\\_receivables@csumb.edu](mailto:student_receivables@csumb.edu). Tuition reimbursement deadlines are posted on the web: <https://csumb.edu/cost/tuition-fees?search=Student+Financials>.*

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
Dean Signature:	Date:	<input type="radio"/> Approve	<input type="radio"/> Deny
Provost Signature:	Date:	<input type="radio"/> Approve	<input type="radio"/> Deny
Current Withdrawal Units Prior To This Action:	Withdrawal Type:		
Effective Date:	Initials:		
Processed Date:	Processed by:		