GRADUATE/CREDENTIAL WITHDRAWAL REQUEST

OFFICE OF GRADUATE STUDIES & RESEARCH • ADMINISTRATION BUILDING
100 CAMPUS CENTER • SEASIDE, CA 93955 • PHONE (831) 582- 3878 • EMAIL: gradstudies@csumb.edu

Instructions: This form is used by graduate and credential students to request to withdraw from one or all courses.

1. Complete all parts of the form and attach supporting documentation.
2. Submit completed withdrawal request and supporting documentation to OGSR: gradstudies@csumb.edu
3. Students will be notified via email of request status. All communications will be sent via CSUMB email (for current students) or the email provided below (for inactive students).

Part 1: Student Information

Student ID	Last Name	First Name
Phone Number	E-mail Address	

TERM: Fall 20   Spring 20   Summer 20   Winter 20

I am withdrawing from ALL of my classes for the term: YES   NO

I currently reside in campus housing: Main Campus   East Campus   NO

Part 2: Withdrawal Reasons

Please elaborate in detail (include additional page(s) as needed) and attach required appropriate supporting documentation.

Part 3: Course Information

Required: Must be completed in full						
5 DIGIT CRN NUMBER	DEPT & COURSE #	SECTION	UNITS	INSTRUCTOR'S SIGNATURE	FINAL DATE OF COURSE ATTENDANCE	Grade Earned to Date

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Part 4: Additional Authorizations (Signature required if applicable)

Authorizing Areas and Type of Authorization	Required For	Signature	Date
Graduate Program Coordinator Approval	Grad/Cred Stdnts		
Financial Aid Representative Consult	FA recipients		
International Programs Advisor Approval	*Intl F1 Stdnts		
VA Coordinator Consult	Veterans Benefits		

*_Signature required only when dropping below 8 semester units_

Part 5: Withdrawal Impacts

- Dropping all courses within the add/drop period will result in no record of enrollment on the transcript. Newly admitted students who withdraw during this period must 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'. Reasons must meet the guidelines of serious and compelling.

- No withdrawal is permitted during the last three weeks of classes except for 'exceptional serious and compelling circumstances beyond the student's control'. Supporting documentation must be provided. Students are encouraged to meet with their advisor to discuss withdrawal impacts and alternative options, including incomplete grade assignment.

- For approved withdrawal requests, a grade of 'W' will appear on the transcript for each course and will not affect the student's GPA. A grade of 'WU' will appear on the transcript for students who stop attending without following official withdraw procedures, and is equivalent to an 'F' for GPA purposes.

- Students withdrawing from all classes for the term 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 a student wishes to return to CSUMB and be eligible for student housing, a new security deposit and housing application must be submitted, and the student will be considered a 'new' student in housing.

- This request is used solely to update Academic Records and does not dictate the refund amount for mandatory tuition and fees. Students must drop all courses prior to the first day of a term to receive a full refund of tuition and fees, less an administrative charge. Beginning the first day of a term, tuition and fees are pro-rated to determine the refund amount. There are no refunds after the 60% point of a term. Specific questions regarding a refund may be sent to student_receivables@csumb.edu.

Part 6: Student Signature

By typing or signing my name on this line, I certify that all information contained herein is correct and complete; falsification of information may lead to disciplinary action by the University. 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. Failure to follow formal University procedures may result in an obligation to pay fees, as well as a future assignment of failing grades in courses.

STUDENT SIGNATURE:_____ **DATE:**_____

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Review Committee - Office Use Only

<u>Begin of term to end of term/session (OGSR Dean signature required)</u>
☐Approved: Serious, compelling or extenuating circumstances with supporting documentation provided.
☐Denied: Circumstances not beyond student's control or serious, compelling/extenuating circumstances.
☐Denied: Appropriate verifying documentation not provided.

OGSR Dean Signature:	Date:
	Withdrawal Reason
	Regular
	Extenuating
	Military

<u>After 80% of term/session or retroactive or special circumstance review (Provost signature required)</u>
☐Approved: Serious, compelling or extenuating circumstances with supporting documentation provided.
☐Denied: Circumstances not beyond student's control or serious, compelling/extenuating circumstances.
☐Denied: Appropriate verifying documentation not provided.

AVP/Provost Signature or Designee:	Date:

Office of the Registrar		
Current Withdrawal Units:		
Effective Date of Action:	Processed Date:	Processed by: