

# COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

## *WITHDRAWAL<sup>1</sup> PROCEDURE AND TIMELINES*

FALL 2009

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The conditions under which students may withdraw and the documents which must be submitted are detailed in University Policy Statement 02-02 (now superseded by 09-07), and described in the *CSULB Catalog*. This 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.

8/31 – 9/14/09 I. **WITHDRAWALS DURING THE FIRST TWO WEEKS OF INSTRUCTION.** Students may withdraw during this period and the course will not appear on their permanent records. After this period, a “W” will appear on the permanent record of the student.

9/15 – 11/20/09 II. **WITHDRAWALS AFTER THE FIRST TWO WEEKS OF INSTRUCTION AND PRIOR TO THE FINAL THREE WEEKS OF INSTRUCTION.**

A. Instructors shall provide the students with an opportunity for demonstration of competence, relevant to the determination of their final grade in the course, as early as is reasonable and no later than the end of the seventh week of instruction.

B. The request and approvals shall state the reasons for the withdrawal.

C. During this period of time, withdrawals are permissible only for serious and compelling reasons. Students should be aware that the definition of “serious and compelling reasons” as applied by faculty and administrators may become narrower as the semester progresses. Written approval must be obtained from both the Instructor and Department Chair.

11/21-12/11/09 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. Grade standing in the course will not be considered, provided the above criteria are completely satisfied. Requests to withdraw must be accompanied by supporting documentation. Written approval must be obtained from the Instructor, the Department Chair, and the Dean.<sup>2</sup>

<sup>1</sup> New CSULB Policy, effective Fall 2009, *Unit Limits for Repeating and Withdrawing From a Course for Undergraduates*. See the University Center for Undergraduate Advising.  
[http://www.csulb.edu/divisions/aa/grad\\_undergrad/aac/documents/CRITICALINFORMATIONFORCSULBUNDERGRADUATESFINAL\\_000.pdf](http://www.csulb.edu/divisions/aa/grad_undergrad/aac/documents/CRITICALINFORMATIONFORCSULBUNDERGRADUATESFINAL_000.pdf)

<sup>2</sup>A Special form, for withdrawal during the last three weeks of instruction must be obtained from department offices in the College of Natural Sciences and Mathematics and attached to the University's “*Request to Withdraw from a Class*” form prior to seeking the Dean's signature. See reverse side of this form.

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS  
APPLICATION TO WITHDRAW FROM CLASS  
FOLLOWING November 20, 2009

**Notice to students:**

The official withdrawal procedure in the College of Natural Sciences and Mathematics is stated on the reverse side of this form. Effective Fall 2009 there are new unit limits on withdrawing and repeating courses. Please consult the University Center for Undergraduate Advising ([www.csulb.edu/divisions/aa/grad\\_undergrad/aac/](http://www.csulb.edu/divisions/aa/grad_undergrad/aac/)) for the new policy. **Please read carefully before continuing with the withdrawal process.**

If you are withdrawing in the final three weeks of instruction (after November 20, 2009):

- a. Fill out the University "*Request to Withdraw*" 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.
- b. Take the "*Request to Withdraw*" form and this form to the instructor of each course you are dropping.
- c. If the instructor approves your request to withdraw, deposit materials, including this completed form, in the Department Office. After evaluation by the Chair, **you must pick up these materials from the Department Office.** The department will not file 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 (FO5-104). 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 \_\_\_\_\_