

# COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

## *WITHDRAWAL PROCEDURE AND TIMELINES*

### SPRING 2008

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- I. The conditions under which students may withdraw and the documents which must be submitted are detailed in University Policy 02-02, 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.
- 01/27- 02/10/08 II. **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. **NOTE: THIS WITHDRAWAL OPTION BOTH BEGINS AND ENDS ON SUNDAY.**
- 02/11 - 04/25/08 III. **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.
- 04/26-05/16/08 IV. **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 documentation to support the reasons. Written approval must be obtained from the Instructor, the Department Chair, and the Dean.\*

\*A Special form, *College of Natural Sciences and Mathematics Application to Withdraw from Class Following April 25, 2008*, 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.

# COLLEGE OF NATURAL SCIENCES AND MATHEMATICS APPLICATION TO WITHDRAW FROM CLASS FOLLOWING APRIL 25, 2008

**Notice to students:**

The official withdrawal procedure in the College of Natural Sciences and Mathematics is stated on the reverse side of this form. Please read carefully before continuing with the withdrawal process.

1. If you are withdrawing in the final three weeks of instruction (after April 25, 2008):
  - 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) allowing one campus working one day for evaluation and filing by the deadline published in the *Schedule of Classes*.
2. Since you wish to withdraw in the final three weeks of instruction, you must also obtain the signature of the Dean or the Dean's designee. Review Part IV of the *College Withdrawal Procedures*. Complete steps (a)-(d) above. If the College approves withdrawal, file the approved "*Request to Withdraw*" form to the Office of Enrollment Services before the deadline published in the *Schedule of Classes*.

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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 \_\_\_\_\_