DROP AND WITHDRAWAL PROCEDURE AND TIMELINE
SPRING 2020

The conditions under which students may drop/withdraw from classes are stated in University Policy Statement 12-03. The most current information on CSULB drops and withdrawals is posted at on-line at the CSULB Student Records page on Dropping and Withdrawing. The CNSM Drop and Withdrawal Procedure and Timeline reviews these procedures, and it serves as a statement of our understanding of terms used by Enrollment Services.

NOTE: Drops/Withdrawals are student initiated.

Online Registration and Adjustment including Self-Service Drops via SSO
1/21 - 2/3/2020

Students may drop classes during the first two weeks of classes (until 2/3/2020 at 10:00pm) via the Single Sign-On and the class will not appear on their permanent records.

Withdrawals (after first 2 weeks and prior to the final 3 weeks of instruction)
2/4 - 4/17/2020

Follow the directions on the “Petition to Withdraw - After the First Two Weeks and Prior to the Final Three Weeks” form (available on Enrollment Services Forms). Signature approval must be obtained from both the Instructor and the Department Chairperson.

If withdrawing after the second week of instruction, a “W” will appear on the student’s permanent record. Students should consider the consequences of this action and consult their academic advisor. After the second week of the term, withdrawals can 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 (18 units over the course of their entire CSULB undergraduate career).

Students should also be aware that after the 2nd week of instruction, class withdrawals are permissible only for serious and compelling reasons. 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.
Catastrophic Withdrawal during the Final 3 Weeks of Instruction
4/20 - 5/8/2020

Catastrophic Withdrawal may be initiated at any point during the semester, but no later than the last day of classes in the requested term.

If seeking a Catastrophic Withdrawal, the student should submit the “Petition to Withdraw - Final Three Weeks of Instruction” form with the appropriate “Catastrophic Withdrawal Request - Medical” form OR “Catastrophic Withdrawal Request - Beyond Student’s Control” form no later than the last day of class in the requested term. These forms are available on Enrollment Services Forms.

Withdrawal during the final three weeks of instruction is not permitted unless there are circumstances beyond the student’s control in which a serious personal life situation, illness or accident prevents the student from continuing in their classes and Incompletes or other arrangements with instructors are not possible. Categorized as a Catastrophic Withdrawal, such requests require thorough and credible documentation, normally involve withdrawal of all courses in the term, and are not intended to be made more than once during a student’s academic career. In order to be considered, requests for Catastrophic Withdrawals require support from the instructor, chairperson of the department offering the class, and the Dean of the college in which the class is taught. Final approval can be granted only by the Office of the Provost.