



DROPS AND WITHDRAWALS AT CSULB VIA MYCSULB SPRING 2023

[Using Academics](#) guides students through self-service schedule adjustments options available in MyCSULB during the first two weeks of class. Classes dropped during this time will not appear on students' permanent records.

Note: *Students who do not attend class or stop attending class are responsible to initiate a drop or withdrawal by the deadline. Do not assume the university or the instructor will remove you from a class.*

After the first two weeks of class, students may initiate withdrawals from class through MyCSULB. Instructions are located under the *Request to Withdraw* tab at [Using Academics](#).

Important: Students should consider the consequences of a withdrawal from class and consult their academic advisor. Withdrawals can impact progress towards degree, future course enrollment, and financial aid eligibility.

Withdrawals are subject to CSULB's Undergraduate Withdrawal Limit (18 units over the course of their entire CSULB undergraduate career) and are permissible only for a serious and compelling reason.

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 available at [Using Academics](#).

Spring 2023 Timeline for Drops and Withdrawals

1/19/2023 - 2/1/2023

Students may drop classes through MyCSULB via [Single Sign-On](#).

These drops will not appear on students' permanent records.

2/2/2023 - 4/14/2023

Withdrawal after first 2 weeks and prior to the final 3 weeks of instruction.

Students access MyCSULB via [Single Sign-On](#) and click on the "Enroll" link in the Academics section. Next, click the "Withdraw" tab. To initiate the withdrawal request, click on "Create New Request" button. If appropriate, attach documentation.

4/15/2023 - 5/5/2023

Catastrophic Withdrawal during the Final 3 Weeks of Instruction.

Note: Withdrawal during the final three weeks of instruction is not permitted unless there are serious and extenuating circumstances beyond your control that prevent you from continuing in your classes and incompletes are not possible.

Follow the directions at the "Withdraw" tab in the Academics Section of MyCSULB, accessed via [Single Sign-On](#). Justification and supporting documentation are required and must be uploaded with the request to withdraw. Approvals required include the student's instructor, the chairperson of the department offering the class, and the Associate Dean of the college in which the class is offered. All requests will be submitted to the Withdrawal Committee for review. Students will receive an email with the decision.