



## DROPS AND WITHDRAWALS AT CSULB VIA MYCSULB SPRING 2022

[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:** *Neither Instructors nor Departments are required to drop a student who is registered in a class. Students who do not attend class or stop attending class are responsible to initiate a Drop or Withdrawal.*

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:** 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.**

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 2022 Timeline for Drops and Withdrawals

1/20/2022 - 2/2/2022

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

These drops will not appear on students' permanent records.

**2/3/2022 - 4/15/2022**

**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.

**4/16/2022 - 5/6/2022**

**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 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.