

Fall 2018 Drop Form

- This form will not be accepted before the **fourth** week or after the **twelfth** week of classes.
- Per campus policy (SP 13-10), withdrawal before the fourth week is handled by the student (using the myCI portal) without instructor permission.
- Beginning the fourth week of the term, dropping a class is permissible only for serious and compelling reasons, such as illness, accident, death in the family, financial hardship, or military duty. Reasons that are not considered serious and compelling include course workload, neglecting to drop the class during the first three weeks, failing an assignment, or change of major.
- The withdrawal will be noted as a "W" on the transcript.
- After week twelve, withdrawal is not permitted except in cases beyond the student's control such as accident or serious illness and will typically involve total withdrawal from the University; students should use the term withdrawal form.

Student Instructions for Dropping a Class During Weeks 4 through 12 of the Semester:

- 1) Obtain instructor and program chair signature (e.g. Math chair for a Math class). Obtaining these signatures does not guarantee processing of drop request. All requests must comply with campus policy.
- 2) Enter the reason on the form and provide supporting documentation to verify the reason given. Your drop will not be processed if you fail to submit supporting documentation. All requests must comply with campus policy.
- 3) Sign and date the bottom of the form.
- 4) Submit completed form and documentation to the Enrollment Center, first floor, Sage Hall. The last day to drop a class is the end of business on **Friday, November 16, 2018**. NOTE: Forms placed in the drop box after business hours on 11/16 will not be processed.

****Be sure to check Enrollment Center hours before arriving at Sage Hall****

First Name _____ Last Name _____ Student ID _____

Phone _____ Email _____

Class Number	Subject	Course Number	Section Number	Units	Instructor Signature	Date	Program Chair Signature	Date
1234	MATH	100	02	3	Example		Example	

Number of enrolled units before change _____ Number of enrolled units after change _____

Please give reason for drop (weeks 4-12). Attach supporting documentation.

Student Signature _____ Date _____

Office Use Only- Records & Registration

Processed by (Staff Initials): _____ PS Update (Date): _____ In Housing? Y / N Student Notified (Initials & Date): _____

Enrollment Adjustments are Not Official until Processed in the Enrollment Center

Calendar Period	Drop Class	Complete Withdrawal	Add Class	Change of Grading Basis	Late Registration
Weeks 1-3	Drop Class(es) via the Web: myCI	Drop all classes via the Web: myCI <i>Consult Financial Aid if receiving funds</i>	Add using instructor generated permission numbers. Tuition Fees due immediately	Change via the Web: myCI (instructor approval not required)	Register using instructor generated permission numbers. \$25.00 Late Registration Fee in addition to other registration fees. Tuition Fees due immediately
Week 4 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File a Drop form (instructor and program chair approval required). Reason must be entered on form; documentation is required .	Allowed for serious and compelling reasons only. File a Term Withdrawal form (instructor and program chair approval required). Reason must be entered on form; documentation is required .	Add using the Add form (instructor approval required). Tuition Fees due immediately	NOT PERMITTED	File an Add form (instructor approval required). \$25.00 Late Registration Fee in addition to other registration fees. Tuition Fees due immediately
Weeks 5-12 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File a Drop form (instructor and program chair approval required). Reason must be entered on form; documentation is required .	Allowed for serious and compelling reasons only. File a Term Withdrawal form (instructor and program chair approval required). Reason must be entered on form; documentation is required . Dean will review for approval.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
Weeks 13-16 Students withdrawing will receive W grades	NOT PERMITTED	Allowed for serious and compelling reasons only. File a Term Withdrawal form (instructor and program chair approval required). Reason must be entered on form; documentation is required . Dean will review for approval.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED

Please make every effort to complete all your changes during the first three weeks of the semester.

Student eligibility for financial aid is based on enrollment. Financial aid recipients should consult a financial aid representative for additional information.

Criteria for Late Add/Drop or Changes in Basis of Grading

Students should note that a deficient academic performance is not a sufficient reason for dropping a class or changing the basis of grading after the third week. Students must present proof of a serious and compelling reason for withdrawal.

Medical Withdrawal

A medical withdrawal constitutes complete withdrawal from the University for the academic period in question. Beginning with the fourth week of the semester, students who find it necessary to withdraw from the University for medical reasons are required to present documentation. Financial aid recipients should consult a financial aid representative regarding the implications of a complete withdrawal.