

## Term Withdrawal Form

**Instructions:**

- 1) Enter student information, course information, withdrawal reason and attach *required* supporting documentation. Your request will not be processed if you fail to submit supporting documentation.
- 2) Obtain instructor and program chair signatures (e.g. Math chair for a Math class).
- 3) Sign and submit completed Term Withdrawal Form to the Enrollment Center, Sage Hall, first floor.
- 4) If request meets policy requirements for serious & compelling reasons, form will be forwarded to Dean for review. Requests not meeting policy will be returned to the student without Dean review.
- 5) Students will be notified of decisions via dolphin e-mail account. "W" grades will be recorded for approved withdrawals.
- 6) Term withdrawal forms must be received no later than 30 days after the end of the semester in which the withdrawal is requested.

*If you are unable to come to campus and need assistance with the withdrawal process, please contact Enrollment Management at (805)437-8500.*

First Name  Last Name  Student ID

Phone  Date  Term  Year

Class Number	Subject	Course Number	Section Number	Units	Instructor/Designee Signature and Date	Program Chair/Designee Signature and Date
1234	MATH	100	02	3	Dr. John Doe, 11/07/17	Dr. Jane Doe, 11/09/17

**State reason for withdrawal and attach appropriate supporting documentation (required):**

Student's Signature:  Date:

**Administrative Use Only**

- Meets criteria for serious and compelling reasons - *Send to Dean*
- Circumstances not beyond student's control or serious and compelling - *Return to student*
- Appropriate verifying documentation not provided - *Return to student*

Records & Reg Designee  Date:

**APPROVED**

**DENIED**

Dean or Designee  Date:

Type of Withdrawal: Medical / Financial / Other \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_ Notification Sent (bcc. Fin. Aid, Student Business Svcs): Date: \_\_\_\_\_ Initials: \_\_\_\_\_

# Term Withdrawal Form

## Withdrawal Process:

1. **During the fourth week of the term**, complete the Term Withdrawal Form, obtain instructor and program chair signatures, and submit to the Enrollment Center for processing. A withdrawal from all courses will be routed to your College Dean for review.
2. **After the fourth week of the term**, withdrawal from courses is permissible only for serious and compelling reasons. If you meet the criteria, complete the Withdrawal Petition, obtain instructor and program chair signatures, and submit to the Enrollment Center. A withdrawal from all courses will be routed to your College Dean for review.

NOTE: If you are unable to come to campus and need assistance with the withdrawal process, please contact Enrollment Management at (805) 437-8500.

## Notification Process:

**Approved Petitions:** Records and Registration will process the withdrawal and notify the student via dolphin e-mail account. Once you have received notification, you are encouraged to verify your account status and financial aid status. Any change to your enrollment could affect your financial obligation to the University.

**Denied Petitions:** Students not meeting policy criteria will be notified via dolphin e-mail and will have their documents returned to them. Students will be notified via dolphin e-mail of denied petitions. The Withdrawal Form will be retained in the student's academic record.

## Policy on Withdrawals (SP 13-10):

1. Undergraduate students may withdraw from no more than 18 semester-units.
2. Students may drop courses through the relevant published deadline without instructor permission. The published deadlines will correspond to 20% of the instructional time for the course.
3. After approximately 20% of instructional time and until 80% of instructional time has elapsed, withdrawal from courses is permissible only for serious and compelling reasons. Approval signatures from the instructor and program chairs must be obtained to withdraw during this period. The withdrawal will be noted as a "W" on the student's permanent record.
4. Students wishing to drop courses after the published deadline must comply with the Criteria for "Serious and Compelling Reasons."
5. After 80% of instructional time has elapsed, withdrawal is not permitted except in cases beyond the student's control such as accident or serious illness where the assignment of an Incomplete is not practical. Approval signatures from the instructor, program chair and College Dean (or designee) must be obtained. Withdrawal in this category will typically involve total withdrawal from the University and will be noted as a "W" on the student's permanent record. Such withdrawals will not count against the maximums provided for in item 1 above.

## **Criteria for "Serious and Compelling" Reasons**

### Examples of "Serious and Compelling" Reasons:

- An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the University.
- An extended absence due to a death in the immediate family. This applies to absences exceeding a week due to family affairs that must be attended.
- A necessary change in employment or financial status that interferes with student's ability to attend class. Student must submit employer verification.
- Active military duty. A copy of "orders" must be provided.

### The following situations are not "serious and compelling" reasons:

- Grade anticipated in class is not sufficiently high, or student is doing failing work.
- Failure to attend class, complete assignments, or take a test.
- Dissatisfaction with course material, instructional method, or instructor.
- The class is more difficult than expected.
- Pressure of other classes, participation in social activities, or simple lack of motivation.
- A change of major or minor.