

## Spring 2022 Drop Form

The last day to drop a class is **Friday, April 22, 2022**

- Per campus policy (SP 13-10), dropping course(s) during the first three weeks of the term is handled by the student, using the myCI portal. Instructor permission is not required and no "W" grade will appear.
- 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 Checklist for Requesting to Drop a Class During Weeks 4 through 12 of the Semester\*\***

- Enter course information below and obtain instructor **and** program chair signatures (e.g. Math chair for a Math class). Obtaining these signatures **does not guarantee** processing of drop request.
- Enter the reason on the form **and** provide supporting documentation to verify the reason given. If COVID-19 related, please be sure to explain how your drop was the result of COVID-19. Your drop **will not be processed** if you fail to submit supporting documentation.
- Sign and date the bottom of the form.

To submit the completed form and documentation:

- 1) Bring hard copies to the Enrollment Center, first floor, Sage Hall, or
- 2) Email to [registrar@csuci.edu](mailto:registrar@csuci.edu) from your university email address

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) and attach supporting documentation.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar's Office Use Only**

Processed (Initials/date): \_\_\_\_\_ In Housing? Y / N VA Benefits? Y / N Notification (Initials/date): \_\_\_\_\_

Calendar Period	Drop Class	Complete Withdrawal	Add Class	Change of Grading Basis
<b>Weeks 1-3</b>	Drop Class(es) online in myCI - CI Records	Drop Class(es) online in myCI - CI Records  <i>Consult Financial Aid if receiving funds</i>	Register using permission numbers.  \$25.00 Late Registration fee will be applied.  Tuition fees due immediately.	Change via myCI - CI Records.  Only for courses offered as Student Option for the grading basis.  Instructor approval not required.
<b>Weeks 4-12</b>  Students dropping, or withdrawing, will receive W grades	<b>Allowed for serious and compelling reasons only.</b>  File a drop form - Instructor and program chair <b>signatures required.</b>  Reason must be entered on form; documentation is <b>required.</b>	<b>Allowed for serious and compelling reasons only.</b>  File a term withdrawal form - Instructor and program chair signatures required.  Reason must be entered on form; documentation is <b>required.</b> Dean will review for approval.	<b>NOT PERMITTED</b>	Allowed through end of week 8 - petition for exception required.  Only for courses offered as Student Option for the grading basis.
<b>Weeks 13-16</b>  Students withdrawing will receive W grades	<b>NOT PERMITTED</b>	<b>Allowed for serious and compelling reasons only.</b>  File a term withdrawal form - Instructor and program chair signatures required.  Reason must be entered on form; documentation is <b>required.</b> Dean will review for approval.	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>

**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.

#### Consider These Before Dropping

- Do you know there is support and resources available to help you stay in school?  
Meet up with Care staff using this link: <http://go.csuci.edu/CareConnect>
- Reach out to your instructor to discuss your circumstances and options for course completion
- Contact [Academic Advising](#) to schedule an appointment or drop-in with [Express Advising](#) via Zoom to discuss how withdrawing will affect your academic progress and help with navigating the drop/withdrawal process.
- Financial Aid recipients should contact the [Financial Aid and Scholarships office](#) at (805) 437-8530 to determine any financial impacts.
- Continuing students in good academic standing that wish to take more than two semesters off should submit a Request for Academic Leave to the Registrar's Office.
  - Newly admitted students are not eligible for Academic Leave. See the Academic Leave Procedures page for more information.

#### Criteria for Late Drop

[Add and Drop Procedures Webpage](#)

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.