

How To Guide: Term Withdrawal Requests via Web App

- Open your browser and sign into the withdrawal requests portal
- Sign in using myCI credentials

- Once you are logged in, you will be taken to your Dashboard
 - Review "Consider These Before Withdrawing" information
- If you wish to continue, scroll down and click on "New Withdrawal Request"
 - Choose the current term
 - Save & Continue



Consider These Before Withdrawing

- 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.
- 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 \(PDF, 58KB\)](#) to the Registrar's Office.
 - Newly admitted students are not eligible for Academic Leave. See the [Academic Leave Procedures](#) page for more information.

New Withdrawal Request

- You will once again be asked to view "Consider these before Withdrawing"
 - Save & Continue
- Review list of disclaimers
 - Save & Continue
- Review and confirm your contact information
 - Save & Continue

List of Disclaimers

- A letter grade of "W", signifying "Withdrawal" will appear on your academic record.
- Students withdrawing after the 3rd week are considered continuing students and will automatically be eligible for registration in the following semester. Students not returning for the following semester should complete a [Request for Academic Leave](#).
- Students withdrawing after the term begins may be responsible for a prorated assessment of tuition and other fees and must verify their account status with [Student Business Services](#) at 805-437-8810.
- Newly admitted students are not eligible for Academic Leave. See the [Academic Leave Procedures](#) page for more information.
- Financial Aid recipients must note the following information: As a recipient of federal student aid funds, CSU Channel Islands is required to calculate the amount of the funds to be returned to any Federal Student Aid programs. This calculation is referred to as "Return of Title IV" funds and is mandated by the U.S. Department of Education. Based on your last date of attendance, you will earn a certain percentage of federal student aid funds. Your earned aid percentage takes into consideration the number of days you completed in the semester up until your official withdrawal from the university or last date of attendance. For specific questions, contact the [Financial Aid and Scholarships](#) office at 805-437-8530.
- Unless otherwise documented, the University will use the date the Term

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- You will be required to enter a reason for your request
 - Please see example to the right

- Caretaker for Family Member
- FinancialHardship
- Grief/Loss
- HousingInsecurity
- Incapacitation (e.g., hospitalization, in-patient treatment, incarceration, etc.)
- Legal
- Loss of Childcare
- Loss of Transportation
- Mental Health
- Physical Health
- Victim of Violence
- Other

Other Description: Medical condition for diagnosis occurring within Fall 2024 semester.

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- Documentation to support your reason is expected to accompany all withdrawal requests

Electronic Document Information

Confirmation Number: 72
DolphinID:
Name:
EmailAddress:

Provide documentation to support your course withdrawal request, such as a letter from your employer stating that your work hours are conflicting with your school schedule, a note from a doctor, verification of financial hardship, or other applicable documentation.

- You will be asked to review your request before submitting
 - Submit

I acknowledge that, by submitting this request, a report will be submitted to the Campus Access, Retention and Equity (CARE) Team. I also acknowledge that if this request is approved it will result in all of my courses for the term being withdrawn and that "W"s will show on my transcript.

I understand that:

- In Compliance with the CSU's information security policy, necessary personal information provided in these applications will be categorized and protected throughout the entire life cycle, from origination to destruction.

I authorize the CSUCI to receive, copy, store, and forward all documentation necessary related to my request

[Submit](#)