



**FRESNO STATE**

California State University, Fresno

**DROP / WITHDRAWAL FORM**

Admissions, Records, & Evaluations Office

(559) 278-2261

\* USE BLUE OR BLACK INK.

\* SEE INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM.

**Fall**    **Spring**    **Summer**   \_\_\_\_\_ **Year**

Individual course(s)

From current semester (withdrawal from all courses)

Student ID#: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The reason for my drop/complete withdrawal is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Attach supporting documents (e.g. medical, legal, etc.) if appropriate.

***I certify all statements are true, correct, and complete, and that I have returned any University property in my possession.***

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

\_\_\_\_\_  
Date

CLASS No.	COURSE	RECOMMENDATION	INSTRUCTOR'S SIGNATURE	DATE	RECOMMENDATION	CHAIR'S SIGNATURE	DATE
		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		

**\*\*\* Incomplete forms will not be processed. \*\*\***

Dean of Undergraduate Studies/Graduate Studies \_\_\_\_\_ Date: \_\_\_\_\_  
(Haak Center, Library 4th Floor) / (Thomas Admin Rm 132) Clearance Signature  
(last three weeks of instruction only)

**For complete withdrawals:** you must have an exit interview and secure clearance from the appropriate offices.

**All Students:** Financial Aid Office, JAd. 296  
Received Title IV Funds  Yes  No \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Success Services, JAd. 224 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Int'l Student Services and Programs, JAd. 211 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Educational Opportunity Program (EOP), JAd. 224 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Veterans Coordinator, Joyal North Lobby, Room 121  
(Veterans & dependents receiving benefits) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Admissions and Records Administrative Use Only**

Type of Withdrawal  Military  Medical  Other  
Refund  Yes  No

Processed by: \_\_\_\_\_ PeopleSoft \_\_\_\_\_  
(Staff Initials) (Date)

# DROP/WITHDRAWAL FORM

## Instructions

### ***Before instruction begins and up through the 20th day of instruction:***

- **Individual course drop:** All individual course drops can be made on-line through the Student Center. The Drop/Withdrawal form is not necessary as permission/signatures are NOT required.
- **Complete withdrawal:** Student must fill out the Drop/Withdrawal form. Permission/signatures from instructor(s) are NOT required. Student must have an exit interview with the Financial Aid Office and other offices, as appropriate. Once the form is filled out and all appropriate signatures are obtained, the form is submitted to the Admissions and Records Office service windows.

### ***Serious and Compelling Drop/Withdrawal Period (After census and up to the 20% point):***

All drops/withdrawals must be for a serious and compelling reason which makes it impossible for the student to complete course requirements. A serious and compelling reason is defined as a medical, emotional, or other condition acceptable to and verified by the instructor of record and the department chair in which the course is offered. Failing or performing poorly in a class is not an acceptable "serious and compelling" reason within the University policy, nor is dissatisfaction with the subject matter, class, or instructor. When a drop/withdrawal has been approved, a "W" will be recorded on the student's transcript. **An undergraduate student may withdraw from no more than 18 total units throughout their undergraduate career at Fresno State.**

- **Individual course drop:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the drop. Student must obtain the approval of the instructor(s) and department chair(s). The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s). Without sufficient and qualifying supporting documentation, your request will be denied. Once the form is filled out and all appropriate approvals are obtained, the form and documentation are submitted to the Admissions and Records Office service windows.
- **Complete withdrawal:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the withdrawal. The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s). Without sufficient and qualifying supporting documentation, your request will be denied. Student must obtain the approval from each instructor and department chair for every enrolled class. Student must also have an exit interview with the Financial Aid Office and other offices, as appropriate. Once the form is filled out and all appropriate signatures are obtained, the form and documentation are submitted to the Admissions and Records Office service windows.

### ***Last three weeks (20%) of instruction:***

DROPS/WITHDRAWAL WILL NOT BE PERMITTED except in cases where the cause of the drop/withdrawal is due to circumstances CLEARLY BEYOND THE STUDENT'S CONTROL and the assignment of an Incomplete grade is not practical. When a drop/withdrawal has been approved, a "W" will be recorded on the student's transcript. Withdrawal during the last three weeks of instruction are not included in the 18 units limitation.

- **Individual course drop:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the drop. Student must obtain the approval of the instructor(s), department chair(s), and the Dean of Undergraduate Studies/Graduate Studies. The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s). Without sufficient and qualifying supporting documentation, your request will be denied. Once the form is filled out and all appropriate approvals are obtained, the form and documentation are submitted to the Admissions and Records Office service windows.
- **Complete withdrawal:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the withdrawal. Student must obtain the approval from each instructor and department chair for every enrolled class and the Dean of Undergraduate Studies/Graduate Studies. The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s). Without sufficient and qualifying supporting documentation, your request will be denied. Student must also have an exit interview with the Financial Aid Office and other offices, as appropriate. Once the form is filled out and all appropriate signatures are obtained, the form and documentation are submitted to the Admissions and Records Office service windows.