

* 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"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____			<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____		
		<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____			<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____		
		<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____			<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____		
		<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____			<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY REASON DENIED: _____		

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

Dean of Undergraduate Studies or Research and Graduate Studies
 (Haak Center, Library 4th Floor/Thomas Bldg., 130)

Clearance Signature
 (last three weeks of instruction only)

18 Unit Limitation

Approved Denied

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

All Students: Financial Aid Office, Joyal North Lobby
 Received Title IV Funds Yes No

Signature

Date

University Advising Center, JA 224

Signature

Date

Int'l Student Services and Programs, JA 211

Signature

Date

Educational Opportunity Program (EOP), JA 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: _____
 (Staff Initials)

PeopleSoft _____
 (Date)

Drop/Withdrawal Form Instructions

Before Instruction Begins:

- **Individual course drops and complete withdrawals:** Can be made on-line through the Student Center. The Drop/Withdrawal form is not necessary.

First day and up through the fifteenth (15th) 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.

Sixteenth (16th) day of Instruction to 20th day of Instruction (census):

- **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 in which the course is offered.** No record of enrollment in the course will appear on the student's record (no "W" grade). Once the form is filled out and appropriate approvals are obtained, the form is submitted to the Admissions and Records service windows.
- **Complete Withdrawal:** Student must fill-out the Drop/Withdrawal form. **Permission/signatures from instructor(s) and department chair in which the course is offered are required.** No record of enrollment in the course will appear on the student's record. Student must have an exit interview with the Financial Aid Offices, as appropriate. Once the form is filled out and all appropriate signatures are obtained, the form is submitted to the Admissions and Records service windows.

Serious and Compelling Drop/Withdrawal Period (After census and before the last three weeks of Instruction):

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" grade 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 of Instruction:

DROPS/WITHDRAWALS 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. Drops/withdrawals during the last three weeks of instruction may be included in the 18 unit limitation. **NOTE: Drops/Withdrawals during finals week are not permitted.**

- **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.