

Student Withdrawal

The instructions below cover information about the Student Workflow Withdrawal Request and how to fill out the withdrawal forms.

Table of Contents

Deadlines

Deadlines for Admitted Students	
Non-Medical Withdrawal	Weeks 3-13 of the Semester
Medical Withdrawal	Weeks 3-15 of the Semester

Deadlines for Admitted Students during Winter and Summer Terms

Go to [Winter Session](#) or [Summer Session](#)

⚠ Deadlines for Students enrolled into credit courses through Extension and International Programs (EIP) must check the appropriate EIP Program website or contact for specific late withdrawal deadlines.

Student Enrollment Type	Check for Withdrawal Information
Students enrolled through Open University	Go to Open University
Students enrolled through EIP into degree or post baccalaureate programs	Go to Extension and International Programs
Students enrolled through EIP into credit course sections within the Educator or other Professional Development programs	Go to Extension and International Programs

Before you Get Started

Withdrawing from a course may have financial and academic implications. It is recommended for the following students to consult with the appropriate group to understand potential impact:

Student Population	Recommended consultation group
Graduate Students	Consult with staff in the Graduate Studies Office (CP-950)
International Students	Consult with Advisors in the International Student Services Office (Titan Hall Suite 1123)
Students receiving Financial Aid	Consult with Financial Aid staff (GH-146)
Students enrolled into course / programs managed through Extension and International Programs EIP	Consult with Extension and International Programs EIP

- i** If it is necessary for an (admitted) student to be out more than one semester, the student may be eligible for the [Leave of Absence / Stop-Out Policy](#)

This only applies to an admitted student.

Before you Get Started - International Students

- !** International student (students on F or J visa) are required to:
- be enrolled full time each semester

- meet with an Advisor in International Student Services to discuss your request and avoid falling out of status

i International students (students on F or J visa) that withdraw without approval from International Student Services may be considered in violation of your F or J visa status.

Forms

Drop via the appropriate method based on the time of petition during the semester:

Week 1-2	Week 3-15
<p>Students who initiated registration through Titan Online/Student Center, drop within Titan Online/Student Center.</p>	<ul style="list-style-type: none"> • Non-Medical Withdrawal Form • Medical Withdrawal Form
<p>Students who initiated registration through Extension and International Programs-EIP (<i>in person or online</i>) must contact Extension and International Programs-EIP Drops cannot be completed online.</p>	

💡 Forms may be obtained online at the [Records Withdrawal FAQ page](#) when the appropriate withdrawal period is open.

If students are not able to submit the Withdrawal form due to serious or compelling reason(s), please contact Registration and Records at (657)278-2380 for further assistance.

Filling out the Non-Medical Withdrawal

A non-medical withdrawal may be submitted from the 3rd to the 13th week and shall be granted for only the most serious and compelling reasons. Poor academic performance is not evidence of a serious and compelling reason for withdrawal.

All withdrawal requests shall require signed approval of the instructor and department chair of the course being withdrawn. These requests require credible documentation.

Step 1

Read the **Dropping or Withdrawing from a Course** Notice

Student Course Withdrawal

DROPPING OR WITHDRAWING FROM A COURSE

Students not attending a class in which they are enrolled must drop or withdraw from the class; failure to do so will result in a failing grade on the student's record (F or WU). Students should not assume the University will remove them from a class for non-payment of fees or that the instructor will remove them for non-attendance.

It is the student's responsibility to adjust her or his enrollment by the deadlines to avoid charges or be eligible for a full or pro-rated refund. Students who do not plan to attend should drop all classes before the first day of instruction to get a full refund. After instruction begins, students who drop/withdraw from their classes will be responsible for pro-rated fees based on the date of dropping or withdrawing. For information about fee refunds and appeals, please visit <https://sbs.fullerton.edu/services/refunds/Default.php>.

The difference between dropping class and withdrawing from a class is based on the timing of your decision to stop participating in a class and when you take action on that decision. Dropping occurs when you take appropriate action to remove the class(es) from your academic record BEFORE the end of the second week of instruction. You may drop classes online throughout the self-service registration period without departmental approval. The classes will not be included on your transcript and the units will not count toward the Undergraduate Withdrawal Limit. Dropping may affect your tuition calculation and Financial Aid.

Withdrawing occurs when you remove yourself from class AFTER the second week of instruction. Before withdrawing, you should consider the consequences of such an action and consult with your academic advisor since it will generally impact your progress towards your degree, future course enrollment and financial aid eligibility.

When you decide to stop participating in a class and take action to withdraw after the second week and prior to the final three weeks of instruction, the class will be included on your transcript with a W symbol. The W indicates that you attempted the class but eventually withdrew prior to completing it for a letter grade. Withdrawn classes are included in the tuition calculation.

Withdrawals are subject to the Undergraduate Withdrawal Limit and are permissible only for a serious and compelling reason. Withdrawing requires approval from the instructor and the chair of the department offering the class after the first two weeks and prior to the final three weeks of instruction. If the petition is approved, a W will be assigned and will appear on your transcript. The Undergraduate Withdrawal Limit policy allows you to withdraw from a maximum of 18 units over the course of your entire CSUF undergraduate career including special sessions, EIP enrollment, and re-enrolling after separation from the University. Once the limit is reached, you can no longer withdraw and must remain enrolled. Your instructor(s) will assign appropriate grade(s). You may review your courses and number of units applied to the Undergraduate Withdrawal Limit by accessing your Student Center and selecting Withdrawal/Repeats from the pull-down menu in the Academics section.

Medical vs. Non-Medical Withdrawals

Withdrawal due to circumstances beyond your control in which a serious personal life situation, illness or accident prevents you from continuing in your classes and incompletes or other arrangements with instructors are not possible may qualify as a Catastrophic Withdrawal-Medical. Such requests normally involve withdrawal of all classes in the term, require thorough and credible documentation, and are not intended to be made more than once during your academic career. When approved, a Catastrophic Withdrawal results in a W for every course in the withdrawal term on your transcript; these medical withdrawn units do not apply to your Undergraduate Withdrawal Limit.

Step 2

Click the checkbox to acknowledge reading the notice

Click the **Click to Continue with the Withdrawal** button

Medical vs. Non-Medical Withdrawals

Withdrawal due to circumstances beyond your control in which a serious personal life situation, illness or accident prevents you from continuing in your classes and Incompletes or other arrangements with instructors are not possible may qualify as a Catastrophic Withdrawal-Medical. Such requests normally involve withdrawal of all classes in the term, require thorough and credible documentation, and are not intended to be made more than once during your academic career. When approved, a Catastrophic Withdrawal results in a W for every course in the withdrawal term on your transcript; these medical withdrawn units do not apply to your Undergraduate Withdrawal Limit.

If you intend to submit a Medical Withdrawal Request, you must upload credible medical documentation with your request. Failure to submit proper medical documentation for a medical request will result in your form being rejected.

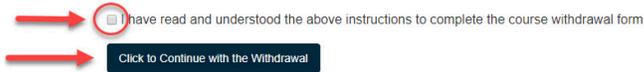
Medical Withdrawals

Content included on this form is not confidential as some information provided may be shared with appropriate campus departments or local law enforcement agencies as required by state or federal laws or system-wide policies. Specifically, any disclosures of discrimination, harassment and/or retaliation (which includes discrimination and/or harassment based on a protected status, sexual harassment, sexual misconduct, dating violence, domestic violence and stalking) will be forwarded to the Title IX Coordinator and/or Discrimination, Harassment and Retaliation (DHR) Administrator. Disclosures of current or past child abuse, neglect, or elder abuse must be reported to appropriate law enforcement or other protective agencies as required by state and federal laws.

Process/Timeline

In order for the withdrawal request to be considered, you must adhere to the withdrawal deadlines. This means for standard medical or non-medical withdrawal requests, the form must be submitted online no later than 5pm on the Friday of the 13th week of the semester. For Fall 2019, that deadline is November 15, 2019. For Spring 2020, that deadline is April 17, 2020. For medical withdrawal requests after week 13, they must be of a truly catastrophic nature and must be happening to you (the student) and not to a family member or friend and generally speaking require a full withdrawal from all coursework.

For non-medical withdrawal requests, the request will first be routed to the instructor of the course you are withdrawing from. They will receive notification via email and be directed to note their approval or denial online. If approved, it will then be routed to the chair of the academic department for the course you are withdrawing from for approval or denial. Once approved by both the instructor and the chair, it is sent to Records and Registration staff to process. If you are attempting to withdraw past the 18 unit limit, you will be notified that your request is rejected. Additionally, International students must receive approval from Extension and International Programs to withdraw from coursework.



Step 3

Select **Non Medical** by clicking on the corresponding radio button

Student Course Withdrawal

Type Of Form: Non Medical Medical

Case ID: _____

Please select the type of withdrawal

Non Medical Withdrawal
A Non Medical Withdrawal Request may be submitted in circumstances outside the student's control in which a serious catastrophic personal life situation prevents the student from continuing classes and Incompletes or other arrangements with the instructors are not possible.

Medical Withdrawal
A Medical Withdrawal Request may be submitted in circumstances in which a serious illness prevents the student from continuing classes and Incompletes or other arrangements with the instructors are not possible.

Fill all the steps to get an e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)

Student Information | Course Withdrawal Information | Student Petition | Supporting Documents | Approval and Signature

Personal Information

Last Name	First Name	M.I	Student Identification No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Program Information

Major	Degree Objective	Program Plan	Academic Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Details

Day Time Telephone No	Preferred Email Address
<input type="text"/>	<input type="text"/>

Step 4

The Personal and Program Information fields will auto-populate

Under Contact Details, click on the **Day Time Telephone No** and/or **Preferred Email Address** field to edit (optional)

To know about withdrawal procedures and guidance click here : [Help](#)

Student Information

Course Withdrawal Information

Student Petition

Supporting Documents

Approval and Signature

Personal Information

Last Name	First Name	M.I	Student Identification No
Titan	Tuffy		888888888

Program Information

Major	Degree Objective	Program Plan	Academic Plan
Business Administration (Accounting)	BA	UGD	BA/Accounting

Contact Details

Day Time Telephone No	Preferred Email Address
7141234567	ttitan@fullerton.edu

Submit

Step 5

Next, Click on the **Course Withdrawal Information** Tab

Specify by clicking on the radio dials if you are withdrawing from all the courses (listed)

- Student Information
- Course Withdrawal Information
- Student Petition
- Supporting Documents
- Approval and Signature

Course Term

Term Code	Term Description
2203	Spring 2020

Please note: If you are enrolled in a course that has a corequisite (example: lab), please be sure to select both classes before submitting your withdrawal request. Failure to do so may result in an incomplete withdrawal.

Are you withdrawing from all the courses?
 Yes No

■ Select All	Course No	Class Number	No of Units	Instructor Name
<input type="checkbox"/>	FIN 360	21456	3	Barton, Clint
<input type="checkbox"/>	BUAD 301	35682	3	Fury, Nick
<input type="checkbox"/>	FIN 400	52485	3	Hill, Maria
<input type="checkbox"/>	CHIN 325	65987	3	Jarvis, Edwin
<input type="checkbox"/>	ISDS 361B	25193	3	Rogers, Steve
<input type="checkbox"/>	FIN 335	95873	3	Danvers, Carol

Submit

Step 6

If you would like to withdraw from all courses, click on the **Select All** checkbox

If you would like to withdraw from a specific class(es), click on the checkbox that coordinates to the class

Course Term

Term Code Term Description

Please note: If you are enrolled in a course that has a corequisite (example: lab), please be sure to select both classes before submitting your withdrawal request. Failure to do so may result in an incomplete withdrawal.

Are you withdrawing from all the courses?

Yes No

<input type="checkbox"/> Select All	Course No	Class Number	No of Units	Instructor Name
<input type="checkbox"/>	FIN 360	21456	3	Barton, Clint
<input checked="" type="checkbox"/>	BUAD 301	35682	3	Fury, Nick
<input type="checkbox"/>	FIN 400	52485	3	Hill, Maria
<input type="checkbox"/>	CHIN 325	65987	3	Jarvis, Edwin
<input checked="" type="checkbox"/>	SDS 361B	25193	3	Rogers, Steve
<input type="checkbox"/>	FIN 335	95873	3	Danvers, Carol

Submit

Step 7

Click on the **Student Petition** Tab and provide answers to all the questions listed

Note: all fields are required

To know about withdrawal procedures and guidance click here : [Help](#)

Student Information

Course Withdrawal Information

Student Petition

Supporting Documents

Approval and Signature

Please complete all questions below

* Explain in detail the serious and compelling reasons outside of your control requiring your withdrawal from this class so that the instructor and chair understand your issue and documentation to properly review and approve or deny the request. In your explanation, also include how this circumstance has prevented you from completing your work.

* 1) Last date you attended the class?

* 2) Date(s) of catastrophic circumstances beyond your control?

Submit

Step 8

Click on the **Supporting Documents** Tab

Step 9

Click on the **Attach** button to attach appropriate documentation

Note: Please see document format restrictions noted

REQUEST FOR NON-MEDICAL WITHDRAWAL

Week 3 to Week 13(Non-Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)

Student Information Course Withdrawal Information Student Petition **Supporting Documents** Approval and Signature

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF, JPEG, PNG, JPG, TIF, TIFF files are allowed
- Atleast one attachment is required.



Supporting Document 1

Attach

Supporting Document 2

Attach

Supporting Document 3

Attach

Supporting Document 4

Attach

Submit

Documents will show, once they have been attached

REQUEST FOR NON-MEDICAL WITHDRAWAL

Week 3 to Week 13(Non-Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)

Student Information Course Withdrawal Information Student Petition **Supporting Documents** Approval and Signature

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF, JPEG, PNG, JPG, TIF, TIFF files are allowed
- Atleast one attachment is required.

Supporting Document 1

Attach

Supporting Document 1_2020.pdf



Supporting Document 2

Attach

Supporting Document 3

Attach

Supporting Document 4

Attach

Submit

 Please ensure that all documentation is added.

To add additional documentation requires submitting a new withdrawal request.

Step 10

Click on the **Approval and Signature** Tab

Step 11

Read the **Student Signature** statement and check the box to confirm you understanding

Week 3 to Week 13(Non-Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting an e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)



Student Signature

 I am submitting this form which I confirm is true and submitted to the best of my ability. I understand that by submitting this course withdrawal request, I am not guaranteed that it will be approved. I understand that my request to withdraw is contingent on approval by the instructor and department chair of the course. Additionally, if my request to withdraw is approved, I understand that withdrawing from courses could impact my financial aid eligibility, and/or fees due to the university.

Student Signature

Tuffy Titan

Student Signature Date

8/7/2019

Submit

The **Student Signature** and **Student Signature Date** will be populated

Week 3 to Week 13(Non-Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting an e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)

Student Information	Course Withdrawal Information	Student Petition	Supporting Documents	Approval and Signature
---------------------	-------------------------------	------------------	----------------------	------------------------

Student Signature

I am submitting this form which I confirm is true and submitted to the best of my ability. I understand that by submitting this course withdrawal request, I am not guaranteed that it will be approved. I understand that my request to withdraw is contingent on approval by the instructor and department chair of the course. Additionally, if my request to withdraw is approved, I understand that withdrawing from courses could impact my financial aid eligibility, and/or fees due to the university.

Student Signature

Student Signature Date

Tuffy Titan

8/7/2019



Submit

Step 12

When you have completed all five tabs and are ready to submit, click the **Submit** button at the bottom of the page

Week 3 to Week 13(Non-Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting an e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)



Student Signature

I am submitting this form which I confirm is true and submitted to the best of my ability. I understand that by submitting this course withdrawal request, I am not guaranteed that it will be approved. I understand that my request to withdraw is contingent on approval by the instructor and department chair of the course. Additionally, if my request to withdraw is approved, I understand that withdrawing from courses could impact my financial aid eligibility, and/or fees due to the university.

Student Signature

Student Signature Date

Tuffy Titan

8/7/2019



i Shortly after submitting, you will receive a Submittal Confirmation.

Note your Case ID number for your reference.

Filling out the Medical Withdrawal Form

A Medical Withdrawal Request may be submitted in circumstances in which a serious illness prevents the student from continuing classes and Incompletes or other arrangements with the instructors are not possible.

Medical Withdrawal is intended to be considered on a case by case basis. Full or partial medical withdrawal requests require appropriate documentation from a medical or mental health provider. Please review the [Medical Withdrawal Requests: Guidelines for Appropriate Documentation](#) and share with your medical or mental health provider.

If approved as a Medical Withdrawal, the withdrawn units will not apply toward the Undergraduate Withdrawal Limit.

- ! It is highly recommended that students secure appropriate documentation prior to completing the online medical withdrawal form.

Medical Withdrawal Requests: Guidelines for Appropriate Documentation

Students who seek a full or partial medical withdrawal should secure appropriate documentation prior to completing the online medical withdrawal form.

Students must obtain appropriate original documentation from a medical or mental health professional that verifies the condition that impairs the student's ability to function safely and successfully in the course or courses the student seeks to withdraw.

Original medical or mental health documentation must be on official letterhead and include:

- Date of the onset of your accident or illness
- Indicate why you are incapable of continuing the class(es)
- Explain how or why this medical or mental health condition does not impact the student's performance in the classes being retained for a grade
- Name and title of medical or mental health professional
- Phone number of facility
- Signature from medical or mental health professional

Samples of documentation

[Sample of documentation from medical provider for Partial Medical Withdrawal](#)

[Sample off documentation from medical provider for Full Medical Withdrawal](#)

Samples of documentation from medical providers can also be found at the [Registration and Records](#) website.

- Click on the **Guidelines for Medical Documentation | Medical Withdrawal Requests** caret

- Scroll down to the **view samples of sufficient medical documentation/ letters** section

Division of Academic Affairs

Registration and Records

REGISTRATION ACADEMICS **SERVICES** CALENDARS FORMS FACULTY & STAFF CONTACT US

SITE CSUF

Services > Withdrawal FAQs

Withdrawal - FAQs

Please read before requesting a withdrawal from a course. Link is at the bottom of the page.

- ▶ Dropping or Withdrawing from a Course
- ▶ Medical vs. Non-Medical Withdrawals
- ▶ Process/Timeline
- ▶ **Guidelines for Medical Documentation | Medical Withdrawal Requests**

▼ **Guidelines for Medical Documentation | Medical Withdrawal Requests**

Students who seek a full or partial medical withdrawal should secure appropriate documentation *prior* to completing the online medical withdrawal form. Students must obtain appropriate original documentation from a medical or mental health professional that verifies the condition that impairs the student's ability to function safely and successfully in the course or courses the student seeks to withdraw.

Two options meet the medical documentation requirement.

1. Students can submit a Medical/Mental Health Professional Form  **OR**
2. Students can submit a letter from student's health care provider*. If a student decides to submit a letter from their health care provider*, that letter must include all of the following:
 - Official letterhead including name and title of attending health care provider with phone number and address of medical or mental health facility
 - Date of the onset of student's symptoms prohibiting them to perform academically
 - General description of the student's medical condition; why/how it prevents them from completing their coursework; and statement indicating if the provider recommends withdrawal from all or some of their courses.

PLEASE NOTE:

If your medical or mental health provider is from the Student Health Center or Counseling and Psychological Services (CAPS), the Attendance Verification form will not meet this documentation requirement.

Medical/Mental Health Professional Form  is sufficient medical documentation in lieu of a letter from the medical provider.

[View samples of sufficient medical documentations/letters](#)

- [Sample of documentation from medical provider for Partial Medical Withdrawal](#) 
- [Sample of documentation from medical provider for Full Medical Withdrawal](#) 

Medical charts, notes, lab results, x-rays, hospital records, discharge papers, police reports and medically related pictures/images **are not sufficient medical documentation** for a medical withdrawal petition. **DO NOT UPLOAD these items.**

Consult with your doctor or counselor about your Medical or Mental Health Withdrawal request and show them this document for clarification. Request appropriate documentation.

The deadline to submit medical withdrawal requests is Friday, May 7, 2021.



[View samples of sufficient medical documentations/letters](#)

- [Sample of documentation from medical provider for Partial Medical Withdrawal](#) 
- [Sample of documentation from medical provider for Full Medical Withdrawal](#) 

 **PLEASE NOTE:**

If your medical or mental health provider is from the Student Health Center or Counseling and Psychological Services (CAPS), the Attendance Verification form will not meet this documentation requirement.

Consult with your doctor or counselor about your Partial Medical or Mental Health Withdrawal request and show them this document for clarification. Request appropriate documentation.

Step 1

Read the **Dropping or Withdrawing from a Course** Notice



DROPPING OR WITHDRAWING FROM A COURSE

Students not attending a class in which they are enrolled must drop or withdraw from the class; failure to do so will result in a failing grade on the student's record (F or WU). Students should not assume the University will remove them from a class for non-payment of fees or that the instructor will remove them for non-attendance.

It is the student's responsibility to adjust her or his enrollment by the deadlines to avoid charges or be eligible for a full or pro-rated refund. Students who do not plan to attend should drop all classes before the first day of instruction to get a full refund. After instruction begins, students who drop/withdraw from their classes will be responsible for pro-rated fees based on the date of dropping or withdrawing. For information about fee refunds and appeals, please visit <https://sbs.fullerton.edu/services/refunds/Default.php>.

The difference between dropping class and withdrawing from a class is based on the timing of your decision to stop participating in a class and when you take action on that decision. Dropping occurs when you take appropriate action to remove the class(es) from your academic record BEFORE the end of the second week of instruction. You may drop classes online throughout the self-service registration period without departmental approval. The classes will not be included on your transcript and the units will not count toward the Undergraduate Withdrawal Limit. Dropping may affect your tuition calculation and Financial Aid.

Withdrawing occurs when you remove yourself from class AFTER the second week of instruction. Before withdrawing, you should consider the consequences of such an action and consult with your academic advisor since it will generally impact your progress towards your degree, future course enrollment and financial aid eligibility.

When you decide to stop participating in a class and take action to withdraw after the second week and prior to the final three weeks of instruction, the class will be included on your transcript with a W symbol. The W indicates that you attempted the class but eventually withdrew prior to completing it for a letter grade. Withdrawn classes are included in the tuition calculation.

Withdrawals are subject to the Undergraduate Withdrawal Limit and are permissible only for a serious and compelling reason. Withdrawing requires approval from the instructor and the chair of the department offering the class after the first two weeks and prior to the final three weeks of instruction. If the petition is approved, a W will be assigned and will appear on your transcript. The Undergraduate Withdrawal Limit policy allows you to withdraw from a maximum of 18 units over the course of your entire CSUF undergraduate career including special sessions, EIP enrollment, and re-enrolling after separation from the University. Once the limit is reached, you can no longer withdraw and must remain enrolled. Your instructor(s) will assign appropriate grade(s). You may review your courses and number of units applied to the Undergraduate Withdrawal Limit by accessing your Student Center and selecting Withdrawal/Repeats from the pull-down menu in the Academics section.

Medical vs. Non-Medical Withdrawals

Withdrawal due to circumstances beyond your control in which a serious personal life situation, illness or accident prevents you from continuing in your classes and incompletes or other arrangements with instructors are not possible may qualify as a Catastrophic Withdrawal-Medical. Such requests normally involve withdrawal of all classes in the term, require thorough and credible documentation, and are not intended to be made more than once during your academic career. When approved, a Catastrophic Withdrawal results in a W for every course in the withdrawal term on your transcript; these medical withdrawn units do not apply to your Undergraduate Withdrawal Limit.

Step 2

Click the checkbox to acknowledge reading the notice

Click the **Click to Continue with the Withdrawal** button

Medical vs. Non-Medical Withdrawals

Withdrawal due to circumstances beyond your control in which a serious personal life situation, illness or accident prevents you from continuing in your classes and Incompletes or other arrangements with instructors are not possible may qualify as a Catastrophic Withdrawal-Medical. Such requests normally involve withdrawal of all classes in the term, require thorough and credible documentation, and are not intended to be made more than once during your academic career. When approved, a Catastrophic Withdrawal results in a W for every course in the withdrawal term on your transcript; these medical withdrawn units do not apply to your Undergraduate Withdrawal Limit.

If you intend to submit a Medical Withdrawal Request, you must upload credible medical documentation with your request. Failure to submit proper medical documentation for a medical request will result in your form being rejected.

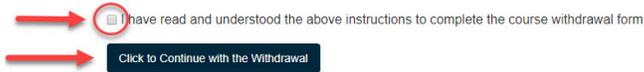
Medical Withdrawals

Content included on this form is not confidential as some information provided may be shared with appropriate campus departments or local law enforcement agencies as required by state or federal laws or system-wide policies. Specifically, any disclosures of discrimination, harassment and/or retaliation (which includes discrimination and/or harassment based on a protected status, sexual harassment, sexual misconduct, dating violence, domestic violence and stalking) will be forwarded to the Title IX Coordinator and/or Discrimination, Harassment and Retaliation (DHR) Administrator. Disclosures of current or past child abuse, neglect, or elder abuse must be reported to appropriate law enforcement or other protective agencies as required by state and federal laws.

Process/Timeline

In order for the withdrawal request to be considered, you must adhere to the withdrawal deadlines. This means for standard medical or non-medical withdrawal requests, the form must be submitted online no later than 5pm on the Friday of the 13th week of the semester. For Fall 2019, that deadline is November 15, 2019. For Spring 2020, that deadline is April 17, 2020. For medical withdrawal requests after week 13, they must be of a truly catastrophic nature and must be happening to you (the student) and not to a family member or friend and generally speaking require a full withdrawal from all coursework.

For non-medical withdrawal requests, the request will first be routed to the instructor of the course you are withdrawing from. They will receive notification via email and be directed to note their approval or denial online. If approved, it will then be routed to the chair of the academic department for the course you are withdrawing from for approval or denial. Once approved by both the instructor and the chair, it is sent to Records and Registration staff to process. If you are attempting to withdraw past the 18 unit limit, you will be notified that your request is rejected. Additionally, International students must receive approval from Extension and International Programs to withdraw from coursework.



Step 3

Select **Medical** by clicking on the radio button next to **Medical Withdrawal**

Student Course Withdrawal

Type Of Form: Non Medical Medical Case ID: _____

Please select the type of withdrawal

Non Medical Withdrawal
A Non Medical Withdrawal Request may be submitted in circumstances outside the student's control in which a serious catastrophic personal life situation prevents the student from continuing classes and Incompletes or other arrangements with the instructors are not possible.

Medical Withdrawal
A Medical Withdrawal Request may be submitted in circumstances in which a serious illness prevents the student from continuing classes and Incompletes or other arrangements with the instructors are not possible.

Fill all the steps getting an e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)

[Student Information](#) [Course Withdrawal Information](#) [Student Petition](#) [Supporting Documents](#) [Approval and Signature](#)

Personal Information

Last Name: _____ First Name: _____ M.I: _____ Student Identification No: _____

Program Information

Major: _____ Degree Objective: _____ Program Plan: _____ Academic Plan: _____

Contact Details

Day Time Telephone No: _____ Preferred Email Address: _____

Step 4

The Personal and Program Information fields will auto-populate

Under Contact Details, click on the **Day Time Telephone No** and/or **Preferred Email Address** field to edit (optional)

To know about withdrawal procedures and guidance click here : [Help](#)

Student Information	Course Withdrawal Information	Student Petition	Supporting Documents	Approval and Signature
Personal Information				
Last Name	First Name	M.I	Student Identification No	
Titan	Tuffy		888888888	
Program Information				
Major	Degree Objective	Program Plan	Academic Plan	
Business Administration (Accounting)	BA	UGD	BA/Accounting	
Contact Details				
Day Time Telephone No		Preferred Email Address		
7141234567		ttitan@fullerton.edu		
Submit				

Step 5

Next, Click on the **Course Withdrawal Information** Tab

Specify by clicking on the radio dials if you are withdrawing from all the courses listed

Course Term

Term Code Term Description

Please note: If you are enrolled in a course that has a corequisite (example: lab), please be sure to select both classes before submitting your withdrawal request. Failure to do so may result in an incomplete withdrawal.

Are you withdrawing from all the courses?
 Yes No

Select All	Course No	Class Number	No of Units	Instructor Name
<input type="checkbox"/>	FIN 360	21456	3	Barton, Clint
<input type="checkbox"/>	BUAD 301	35682	3	Fury, Nick
<input type="checkbox"/>	FIN 400	52485	3	Hill, Maria
<input type="checkbox"/>	CHIN 325	65987	3	Jarvis, Edwin
<input type="checkbox"/>	ISDS 361B	25193	3	Rogers, Steve
<input type="checkbox"/>	FIN 335	95873	3	Danvers, Carol

Submit

Step 6

If you would like to withdraw from all courses, click on the **Select All** checkbox

If you would like to withdraw from a specific class(es), click on the checkbox that coordinates to the class

- Student Information
- Course Withdrawal Information
- Student Petition
- Supporting Documents
- Approval and Signature

Course Term

Term Code 2203	Term Description Spring 2020
-------------------	---------------------------------

Please note: If you are enrolled in a course that has a corequisite (example: lab), please be sure to select both classes before submitting your withdrawal request. Failure to do so may result in an incomplete withdrawal.

Are you withdrawing from all the courses?

Yes No

■ Select All	Course No	Class Number	No of Units	Instructor Name
<input type="checkbox"/>	FIN 360	21456	3	Barton, Clint
<input checked="" type="checkbox"/>	BUAD 301	35682	3	Fury, Nick
<input type="checkbox"/>	FIN 400	52485	3	Hill, Maria
<input type="checkbox"/>	CHIN 325	65987	3	Jarvis, Edwin
<input checked="" type="checkbox"/>	SDS 361B	25193	3	Rogers, Steve
<input type="checkbox"/>	FIN 335	95873	3	Danvers, Carol

Submit

Step 7

Click on the **Student Petition** Tab and provide answers to all the questions listed

Note: all fields are required

Student Information

Course Withdrawal Information

Student Petition

Supporting Documents

Approval and Signature

Please complete all questions below

* Explain in detail, the medical reason requiring your withdrawal from this class.

* A) What is the medical or mental health reason requiring your withdrawal from the class or classes selected above?

* B) What is the date of the onset of the condition?

* C) How does the medical and/or mental health condition impact your ability to perform successfully in the course(s)? Please explain in detail.

* D) If you seek a partial medical withdrawal, please explain how or why this condition does not impact your performance in other classes for which you seek to earn a grade?

* E) What is the treatment plan to improve or remedy the condition prior to resuming your coursework?

Submit

Step 8

Click on the **Supporting Documents** Tab

Step 9

Click on the **Attach** button to attach appropriate documentation

Note: Please see important note and document format restrictions

REQUEST FOR MEDICAL WITHDRAWAL

Week 3 to Week 16(Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: MEDICAL WITHDRAWALS THAT ARE GRANTED WILL NOT COUNT TOWARDS THE 18 UNIT MAXIMUM LIMIT FOR W'S (FROM FALL 2009 FORWARD)

Click here for details about withdrawal procedures and medical documentation guidance : [Help](#)

- Student Information
- Course Withdrawal Information
- Student Petition
- Supporting Documents
- Approval and Signature

Please Note:

- Links to SAMPLES of appropriate documentation can be found in the student withdrawal guide found HERE: [Guidelines for Medical Documentation](#)
- **DO NOT UPLOAD** – Do not upload these documents in lieu of Provider Letter or **Medical/Mental Health Professional Form**
 - Medically related pictures or images
 - Medical charts or notes
 - Lab results or x-rays
 - Hospital records
 - Discharge papers
 - Police reports
- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF, JPEG, PNG, JPG, TIF, TIFF files are allowed!
- At least one supporting document is required.



Supporting Document 1

[Attach](#)

Documents will show, once they have been attached

REQUEST FOR MEDICAL WITHDRAWAL

Week 3 to Week 16(Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: MEDICAL WITHDRAWALS THAT ARE GRANTED WILL NOT COUNT TOWARDS THE 18 UNIT MAXIMUM LIMIT FOR W'S (FROM FALL 2009 FORWARD)

Click here for details about withdrawal procedures and medical documentation guidance : [Help](#)

- Student Information
- Course Withdrawal Information
- Student Petition
- Supporting Documents
- Approval and Signature

Please Note:

- Links to SAMPLES of appropriate documentation can be found in the student withdrawal guide found HERE: [Guidelines for Medical Documentation](#)
- **DO NOT UPLOAD** – Do not upload these documents in lieu of Provider Letter or **Medical/Mental Health Professional Form**
 - Medically related pictures or images
 - Medical charts or notes
 - Lab results or x-rays
 - Hospital records
 - Discharge papers
 - Police reports
- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF, JPEG, PNG, JPG, TIF, TIFF files are allowed!
- At least one supporting document is required.

Supporting Document 1

[Attach](#)

Supporting_Document_1_2021.pdf



 Please ensure that all documentation is added.

To add additional documentation requires submitting a new withdrawal request.

Step 10

Click on the **Approval and Signature** Tab

Step 11

Read the **Student Signature** statement and check the box to confirm your understanding

To know about withdrawal procedures and guidance click here : [Help](#)



Medical Withdrawals

Content included on this form is not confidential as some information provided may be shared with appropriate campus departments or local law enforcement agencies as required by state or federal laws or system-wide policies. Specifically, any disclosures of discrimination, harassment and/or retaliation (which includes discrimination and/or harassment based on a protected status, sexual harassment, sexual misconduct, dating violence, domestic violence and stalking) will be forwarded to the Title IX Coordinator and/or Discrimination, Harassment and Retaliation (DHR) Administrator. Disclosures of current or past child abuse, neglect, or elder abuse must be reported to appropriate law enforcement or other protective agencies as required by state and federal laws.

Student Signature



I am submitting this form which I confirm is true and submitted to the best of my ability. I understand that by submitting this course withdrawal request, I am not guaranteed that it will be approved. I understand that my request to withdraw is contingent on approval by the designated review committee. Additionally, if my request to withdraw is approved, I understand that withdrawing from courses could impact my financial aid eligibility, and/or fees due to the university.

Student Signature

Student Signature Date

Tuffy Titan

02/01/2020

Submit

The **Student Signature** and **Student Signature Date** fields will be populated

To know about withdrawal procedures and guidance click here : [Help](#)

- Student Information
- Course Withdrawal Information
- Student Petition
- Supporting Documents
- Approval and Signature

Medical Withdrawals

Content included on this form is not confidential as some information provided may be shared with appropriate campus departments or local law enforcement agencies as required by state or federal laws or system-wide policies. Specifically, any disclosures of discrimination, harassment and/or retaliation (which includes discrimination and/or harassment based on a protected status, sexual harassment, sexual misconduct, dating violence, domestic violence and stalking) will be forwarded to the Title IX Coordinator and/or Discrimination, Harassment and Retaliation (DHR) Administrator. Disclosures of current or past child abuse, neglect, or elder abuse must be reported to appropriate law enforcement or other protective agencies as required by state and federal laws.

Student Signature

I am submitting this form which I confirm is true and submitted to the best of my ability. I understand that by submitting this course withdrawal request, I am not guaranteed that it will be approved. I understand that my request to withdraw is contingent on approval by the designated review committee. Additionally, if my request to withdraw is approved, I understand that withdrawing from courses could impact my financial aid eligibility, and/or fees due to the university.

Student Signature

Tuffy Titan

Student Signature Date

02/01/2020



Submit

Step 12

When you have completed all five tabs and are ready to submit, click the **Submit** button at the bottom of the page

To know about withdrawal procedures and guidance click here : [Help](#)

- Student Information
- Course Withdrawal Information
- Student Petition
- Supporting Documents
- Approval and Signature

Medical Withdrawals

Content included on this form is not confidential as some information provided may be shared with appropriate campus departments or local law enforcement agencies as required by state or federal laws or system-wide policies. Specifically, any disclosures of discrimination, harassment and/or retaliation (which includes discrimination and/or harassment based on a protected status, sexual harassment, sexual misconduct, dating violence, domestic violence and stalking) will be forwarded to the Title IX Coordinator and/or Discrimination, Harassment and Retaliation (DHR) Administrator. Disclosures of current or past child abuse, neglect, or elder abuse must be reported to appropriate law enforcement or other protective agencies as required by state and federal laws.

Student Signature

I am submitting this form which I confirm is true and submitted to the best of my ability. I understand that by submitting this course withdrawal request, I am not guaranteed that it will be approved. I understand that my request to withdraw is contingent on approval by the designated review committee. Additionally, if my request to withdraw is approved, I understand that withdrawing from courses could impact my financial aid eligibility, and/or fees due to the university.

Student Signature

Tuffy Titan

Student Signature Date

02/01/2020



Need More Help?

For questions or assistance, please contact the IT Help Desk at:

helpdesk@fullerton.edu

657-278-7777