

## University Withdrawal

### Frequently Asked Questions

1. If I drop my classes during the add/drop period, will the classes still appear on my official transcript?

Answer: **No.** Students may drop classes by the Add/Drop deadline without any courses appearing on their academic record. During the Add/Drop period, simply drop your courses in your student center, [MyCSUSM](#). Before the Add/drop deadline, it is advisable that you verify that the course(s) in which you dropped have been removed from your schedule.
2. I need to drop a class, and the add/drop period has passed. What are my options?

Answer: After the Add/Drop deadline, a student wishing to withdraw from one or all courses may submit a Withdrawal Form (downloadable on the Registration & Records website). Follow the procedures on the form, secure the necessary signatures, and attach an explanation or documentation. Submit your completed Withdrawal Form to Cougar Central. After the 5<sup>th</sup> week of instruction, a Withdrawal Petitions Committee will review your request and render a final decision. Approved withdrawals will result in a grade of "W" for all courses.
3. What are some of the reasons where a Withdrawal has been approved beyond the 50% point?

Answer: Complete withdrawals after the Add/Drop deadline are generally permitted only in cases of an emergency clearly beyond the student's control and where the assignment of an Incomplete is inappropriate. A withdrawal after the Add/Drop deadline may not reduce fees. Be sure to consult with your advisors, e.g., Financial Aid Counselor, International Advisor, Athletics, or Veterans Advisor, on implications of a full semester Withdrawal.
4. Where can I go for advising if I need to Withdraw from courses after the Add/Drop deadline has passed?

Answer:  
Undergraduate students should meet with their academic or major advisor to discuss withdrawal consequences, academic renewal, probation and disqualification.  
Graduate students should consult with their respective Graduate Program Coordinator.

5. I submitted my Withdrawal form with an explanation and documentation for support, when will I hear back from the University?

Answer:

After the Add/Drop deadline through the 50% point, students may view their Class Schedule in MyCSUSM for changes made to their class schedule within 7 days after the completed Withdrawal form has been submitted to Cougar Central.

Additionally, an email notification will be sent to your CSUSM email account.

After the 50% point through the end of the term, a Petitions Committee will review your request for Withdrawal, and a decision rendered within 2 weeks. Additionally, an email notification will be sent to your CSUSM email account. (For Retroactive Withdrawals, students will be sent a notification letter to the address on the form.)

6. If I submit my Withdrawal form, and I've not heard back on the status, who can I contact?

Answer: Students may submit an inquiry to the Office of the Registrar: [registrar@csusm.edu](mailto:registrar@csusm.edu). Be sure to include your name, student ID, and in the subject line: Withdrawal Status. In the body of the email, indicate the date in which you submitted the form and the course(s) which you are requesting a withdrawal. (The Office of the Registrar will research your request and reply back within 48 hours.)