

Drop/Withdrawal Form Instructions

Please Note:

- Students are responsible to adhere to all University policies and deadlines. This form does not release you of any financial obligations.
- These procedures and deadlines apply to fall and spring semesters only. For summer, see the Summer Semester Website for more information about deadlines and procedures.

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 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. No record of enrollment in the course will appear on the student's record (no "W" grade).
- **Complete withdrawal:** Student may fill out the Drop/Withdrawal form, but it is not required. Permission/signatures from instructor(s) are NOT 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 Office and other offices, as appropriate.

16th day through 19th day of instruction:

- **Individual Course Drop:** 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. **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 Office and other Offices, as appropriate.

From census (20th day of instruction) 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 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 may be denied.
- **Complete withdrawal:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the withdrawal. **The Student must provide 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 may 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.

Last three weeks of instruction:

DROPS/WITHDRAWALS ARE NOT 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 are not 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 /Graduate Studies. **The Student must provide documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record, the department chair(s) and the Dean.** Without sufficient and qualifying supporting documentation, your request may be denied.
- **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/Graduate Studies. **The Student must provide documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record, the department chair(s) and the Dean.** Without sufficient and qualifying supporting documentation, your request may be denied. Student must also have an exit interview with the Financial Aid Office and other offices, as appropriate.