

CLASS DROP REQUEST
California State University, Chico
(Please read the instructions on the back of this form)

Rcpt #: _____
Processed by: _____

Section to be completed by student in ink (please print):

Date _____

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____| NAME: _____
Chico State ID Number Last First M.I.

LOCAL ADDRESS: _____
Number Street Room or Apt. No. City State Zip

LOCAL PHONE #: _____ CELL PHONE #: _____ EMAIL _____

Year _____ Term: Fall Spring Summer

_____|_____|_____|_____| CLASS _____|_____|_____| UNITS: _____
Reg Number Subject Number Section (e.g., ENGL 130-01)

REASON FOR THIS DROP ACTION: _____
(Reason required after 4th week of classes; reason must be serious and compelling; see back of form for additional information regarding drop reasons)

STUDENT SIGNATURE OR PERSON REQUESTING DROP ACTION: _____

This section to be completed by the instructor, Chair, and Dean. Original signatures are required.

If signed after the 4th week of the semester the instructor, Chair and Dean deem the student's reason serious and compelling.

This box should be checked if reason is clearly beyond the student's control, such as serious illness or accident (please attach student's documentation)

Instructor: _____ Date _____
Print Name (Required) Signature

Dept. Chair: _____ Date _____
Print Name (Required after 4th week of classes) Signature

College Dean: _____ Date _____
Print Name (Required after 4th week of classes) Signature

Approval dates more than 10 working days old will not be processed.

Dean's signature required to authorize before census drop: _____ Date _____

Dean's signature required to waive late fee for processing: _____ Reason _____

CLASS DROP REQUEST INSTRUCTIONS

Drop forms are required 1) when a student is unable to drop themselves from a class through the Student Center, 2) if the academic department offering the class is unable to assist the student or 3) after the fourth week of the semester (census) when all adds and drops are processed through the Student Records and Registration Office. Please refer to the online registration calendar for current registration periods and deadlines (<http://www.csuchico.edu/schedule/>).

Students are responsible for obtaining all of the required signatures as noted on the form and for the timely return of the form to the Student Records and Registration Office.

After the Fourth Week of the Semester

Beginning fall 2009, undergraduate students may withdraw from no more than 18 semester units after the fourth week of the semester. A drop request which results in exceeding the 18 unit limit will be returned to the student unprocessed and the appropriate grade shall be assigned by the instructor at the end of the term.

Withdrawals after the fourth week of the semester (census date) require a serious and compelling reason. Permission to withdraw during this time shall be granted only with the approval of the instructor, chair and dean. The reasons for the withdrawal shall be stated on the request and maintained in accordance with the campus retention policy.

Withdrawals due to circumstances clearly beyond the student's control, such as serious illness or accident will not count in the 18 unit limit, and the assignment of an Incomplete "I" grade is not practical.

- Reasons which may be considered serious and compelling include financial hardship, illness, accident, death in family, etc.
- Reasons which are not considered serious and compelling are withdrawal due to course workload, neglecting to drop the class during the first 4 weeks of the semester, failing an assignment, etc.

Complete Withdrawal from the University

Students who wish to withdraw from all of their enrolled classes may not use this drop form. Undergraduate students must contact the Student Records and Registration Office to request a withdrawal from the university. Graduate students must contact the Graduate and International Programs Office to request a withdrawal from the university.

Late Processing Fee

Beginning the 5th week of classes, the Student Records and Registration Office will assess a late fee for processing drop forms. The late fee is assessed according to the date the drop form is **received** in the Student Records and Registration Office. Late forms sent through campus mail by academic departments will be processed and a registration hold placed on the student until the late fee is paid.

The late fee may be waived by the College Dean or their designee if they determine there was a failure to process the drop because of instructor, department, or college error prior to the late fee deadline. The late fee may also be waived by the University Registrar or designee in Student Records and Registration if medical evidence is established or an institutional or administrative error occurred whereby the drop was not processed correctly.

Returned for Reprocessing

Unauthorized signature(s), signature stamps, signatures more than 10 working days old, or signatures not signed in ink will be returned to the department for reprocessing.

Final Three Weeks of the Semester

Faculty have the option of assigning a grade to any class that has been officially dropped during the last 3 weeks of the semester. Faculty will receive an email notification from Academic Advising Programs for students withdrawing during the final 3 weeks of a semester.

Fraudulent Signatures

Fraudulent drop forms will not be processed and will be turned over to Student Judicial Affairs for disciplinary action.

Open University Courses

Students may **not** use the Student Center to enroll or drop Open University courses. To add or drop an Open University course, students must go to the Office of Regional and Continuing Education (RCE).