



**REQUEST FOR CLASS WITHDRAWAL FOR SERIOUS AND COMPELLING REASONS**

Students with a serious and compelling reason may request to withdraw from one or more classes from the beginning of the 2<sup>nd</sup> week until the end of the 8<sup>th</sup> week of instruction. Class withdrawals granted under this provision will be assigned a *W* grade *and* will contribute toward the 28-unit limit of recorded course withdrawals. Withdrawals under this provision require the approval of the student's College Dean or his/her designee.

Upon submission of supporting documentation as evidence of reasons of withdrawal that are *beyond the student's control*, class withdrawals may be granted from the beginning of the 2<sup>nd</sup> week through the end of finals week for the requested quarter that will not contribute to the 28-unit limit. Withdrawals under this provision require the recommendation of the student's College Dean or his/her designee and the approval of the Associate Vice President for Academic Programs.

Name \_\_\_\_\_ Bronco No. \_\_\_\_\_ Contact Phone No. \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Email Address \_\_\_\_\_

Plan/Major \_\_\_\_\_ Sub-plan/Option \_\_\_\_\_ Quarter \_\_\_\_\_

**REASON FOR WITHDRAWING FROM CLASS(ES): Provide a clear explanation and appropriate documentation. If additional space is needed, use the reverse side of this form.**

\_\_\_\_\_

\_\_\_\_\_

- ( ) I am requesting to withdraw from **ALL** classes in which I am enrolled this quarter. Listed below are all my classes this quarter.
- ( ) I intend to maintain my enrollment for this quarter but request to be withdrawn from the classes listed below.

| Subject Area | Course Number | Units | Instructor | Last Date Attended | Instructor's Signature |
|--------------|---------------|-------|------------|--------------------|------------------------|
|              |               |       |            |                    |                        |
|              |               |       |            |                    |                        |
|              |               |       |            |                    |                        |
|              |               |       |            |                    |                        |
|              |               |       |            |                    |                        |

I certify that all information contained herein is correct and complete and I understand that approval obtained to withdraw from classes does not alter the published deadline for refunds. I am aware of the impact of dropping enrollment below 12 units to a student who receives financial aid, veterans' benefits, medical or car insurance, or who is a student-athlete, or who is in a visa status.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair for Student's Major:**  
**I have reviewed the information provided, including any supporting documentation, and based on this information:**

- ( ) Recommended for **W** grade(s).
- ( ) Recommended for **WX** grade(s).
- ( ) I do not recommend that the student be allowed to withdraw.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Dean for Student's Major:**  
**I have reviewed the information provided, including any supporting documentation, and based on this information:**

- ( ) **Approved for W** grade(s). I confirm that the reasons indicated meet the required conditions for this action.
- ( ) **Recommended for WX** grade(s). I confirm that the reasons indicated meet the required conditions for this action.
- ( ) **Denied** - Based on the information provided, I am denying this request.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Vice President, Academic Programs:**  
**I have reviewed the information provided, including any supporting documentation, and based on this information:**

- ( ) **Approved for WX** grade(s) - I confirm that the reasons indicated meet the required conditions for this action.
- ( ) **Denied for WX, Approved for W** grade(s) - I confirm that the reasons indicated meet the required conditions for this action.
- ( ) **Denied (After 8<sup>th</sup> week of classes)** - Based on the information provided, I am denying this request.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### IMPORTANT INFORMATION ABOUT COURSE WITHDRAWALS

- Students may drop classes during the first five days of instruction through BroncoDirect with no grade assigned.
- Students may withdraw from classes from the sixth day of instruction through the fifteenth day of instruction via BroncoDirect. W grades will be issued in the classes dropped starting the sixth day of instruction.
- *Effective Fall 2009:* Undergraduate students are limited to 28 units of recorded course withdrawals, i.e., where students receive "W" grades in the classes dropped.
  - Course withdrawals prior to fall 2009 do not contribute to this limit.
  - Classes taken through Open University do not contribute to this limit.
- Students with a serious and compelling reason to withdraw from one or more classes after the 5<sup>th</sup> day of instruction must seek approval to withdraw from classes via this Request Form.
- Upon review of documentation substantiating the reason for class withdrawal is of serious nature beyond the student's control, the College Dean may approve that such course withdrawals not contribute to the 28-unit limit. Such approvals will be indicated on the front of this form. These withdrawals will be indicated on the student's unofficial transcript with a WX grade. (The WX grade will be converted to a W on official transcripts.)
- In situations where the student has completed sufficient work in the class to permit the instructor to evaluate the student's performance in the class, the student need not withdraw from the course, and the instructor may submit a grade on the class grade roster.

### ADVICE FOR COMPLETING THIS REQUEST

- DO NOT stop attending classes without receiving all signatures and submitting this request to the Registrar's Office. If you stop attending classes before this request is approved, you may be assigned a grade that negatively impacts your GPA.
- Clearly explain your reasons for withdrawing from classes. Be prepared to attach documentation to support your reasons for withdrawing from classes. Any documentation you provide will be kept confidential.
- Meet with your instructor(s) to discuss your reasons for class withdrawal and request an evaluation of your work to date.
- Consult with your advisor and major department/and or college for additional information and/or expectations related to dropping of classes.
- F1 or J1 visa holders should confer with the International Center prior to withdrawing from any class.
- Submit this form to the department chair and college dean of your major and the Associate Vice President of Academic Programs for their review and consideration. You may be asked to meet with each of these individuals in person.
- It is your responsibility to work with the department and college of your major to ensure that approved requests are submitted to the Registrar's Office in a timely manner (prior to the last day of the finals of the quarter in which the class(es) is/are taken. The Registrar's Office will not process requests submitted late.

Reason for Class Withdrawal (continued from reverse side if needed):

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