



Registration Office

REQUEST FOR OPEN UNIVERSITY COURSE WITHDRAWAL

Students may withdraw from an Open University course with the College of Professional and Global Education (CPGE) through the 5th day of instruction without the instructor's approval and without the course being recorded.

Students may withdraw from an Open University course from the 6th day of instruction through the end of the 2nd week of instruction with the instructor's approval, and will be assigned a W grade.

Students with a serious and compelling reason may request to withdraw from one or more Open University courses from the beginning of the 3rd week of instruction until the end of the 5th week of instruction. Withdrawals under this provision require the approval of the instructor and the CPGE Director of Business Operations.

Students with supporting documentation as evidence of reasons of withdrawal that are beyond the student's control may be granted a withdrawal from the beginning of the 6th week until the end of the finals week for the requested quarter. Withdrawals under this provision require the approval of the CPGE Director of Business Operations or the Dean of College of Professional and Global Education.

Course withdrawals through Open University do not apply to the University's 28-unit limit of recorded course withdrawals.

Name: Last First M.I. Bronco No. Contact Phone:

Address: Email Address:

City: State: Zip:

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

Horizontal lines for handwritten text.

- () 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() I intend to maintain my enrollment for this quarter but request to be withdrawn from the classes listed below.

Table with 6 columns: O.U. Class # (CRN), Subject/Number (i.e BIO 121), Units, Instructor, Last Date Attended, Instructor Signature (Required after 1st Week)

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:

Please see reverse for additional information/approval.

CPGE Director of Business Operations/Dean of College of Professional and Global Education:

I have reviewed the information provided, including any supporting documentation, and based on this information:

- () **Approved for W grade(s).** - Please forward to CPGE Registration Office for processing
- () **Denied** – Based on the information provided, I am denying this request.

Comments: _____

Signature: _____ Date: _____

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

Advice for completing this request:

- 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.
- DO NOT stop attending class(es) without receiving all signatures and submitting this request to the CPGE Registration 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.
- Submit this form to the CPGE Director of Business Operations for their review and consideration. In some cases, you may be asked to meet with this individual.
- Once the request has been approved or denied, you will be notified via email regarding the status of your request.

For CPGE Registration Office use only:

Received By: _____

Forward to: CPGE Director of Business Ops. Dean of CPGE

Date: _____

Request Approved:

Request Denied:

Date student notified: _____

If request approved, date withdrawal processed: _____

Total fees paid (for courses being withdrawn): _____

Refund Eligible: Yes

If eligible, refund percentage: 100% 90% 80% 70%

No

Refund amount: _____

