

Withdrawal from Courses

- Students may withdraw without restriction, record of individual course withdrawal on the permanent academic record, or grading penalty up to and including the sixth day of instruction.
- Drops between the seventh day of instruction and the end of the eleventh week of the semester are permitted only for serious and compelling reasons.
 1. The student must obtain the signatures of the course instructor and the department/division chair or school director on a drop request form, which shall state the reasons for the withdrawal.
 2. Undergraduate students shall not be allowed to withdraw from more than a total of 18 semester units attempted at Cal State LA except as specified below.

When circumstances clearly beyond the student's control such as serious illness, accidents, job transfer, or military deployment are documented and used as a basis for the approval of withdrawal from all classes during this drop period, the units dropped under these circumstances shall not count against the 18 semester-unit maximum. Such exceptions to this policy may be granted only with the additional approval by the appropriate college dean.

- After the seventh week, withdrawals shall not be permitted except in cases when circumstances are clearly beyond the student's control and the student is not eligible for an incomplete. Withdrawals of this nature shall normally require withdrawal from all courses.
- For those courses in which sufficient work has been completed to permit an evaluation to be made, a course grade and credit may be assigned at the discretion of the faculty. The student must obtain the signatures of the instructor, the department/division chair or school director, and college dean. The student's record will note the withdrawal from the course with a "W." Such withdrawals will not count against the maximum 18 semester units.
- There may arise circumstances where the department/division chair or school director may drop a student without first obtaining the instructor's signature, including when the student and the chair and/or director have been unable to contact the instructor after reasonable good faith effort. In these cases, the chair or director will notify the instructor of the action and its justification.

Cancellation of Registration or Withdrawal from the Institution

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term **are required** to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay

fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available at Administration 409 or by writing a personal request to the Office of Enrollment Services.

Students who receive financial aid funds **must consult** with a financial aid officer prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.