*Note: If you are dropping courses due to medical reasons, do not use this form. Use the Medical Withdrawal Request Form.

*Note: Please read the instructions on the back of this form in their entirety to ensure timely processing of your request.

*Note: If you are receiving financial aid, you are strongly encouraged to visit the Financial Aid Office to learn what implications your request will have on your aid.

*Note: Form must be filled out completely and in pen to be processed.

Student Name: __________________________ CSUB ID: __________________________

CSUB Email: __________________________ Phone #: __________________________

Student Major: __________________________

☐ ADD/DROP ☐ TERM WITHDRAWAL IS THIS REQUEST FOR A PRIOR TERM? ☐ YES ☐ NO

☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER YEAR: _______

TO BE COMPLETED BY THE STUDENT

<table>
<thead>
<tr>
<th>Class Ref # (e.g. 88123)</th>
<th>Subject and Course Number (e.g. MATH 1020)</th>
<th>Section (e.g. 01)</th>
<th>Units</th>
<th>Check box for Add Drop</th>
<th>Instructor Name (printed)</th>
<th>Instructor Signature* (Required)</th>
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</table>

*Instructor attests that addition of student does not exceed classroom maximum seating capacity.

Total Units Enrolled in Before Change: ____________ Total Units Enrolled in After Change: ____________

Reason for Add/Drop/Term Withdrawal: ________________________________________________________________

__________________________________________________________________________________________

Student’s Signature: (Required) __________ Date: ________

Student attests that they are aware of the impact of this add/drop transaction on their academic progress, time to degree, unit load, financial aid and fees.

Department Chair of Student’s Major Signature: (Required) __________ Date: ________

Required Approvals

Dean or Designee of Student’s Major Approval: __________________________________________________________

Signature required for requests after Census Day and all Term Withdrawals

Dean/Designee attests that student’s justification for Add/Drop is appropriate per catalog policy.

DATE

Student Financial Services Stamp: __________________________________________________________

Signature required for increase in total units after Schedule Adjustment Period and for any schedule change after Census Day

DATE

Records Office Use Only

AVP of Enrollment Management Approval: __________________________________________________________

Required for Withdrawals after the 12th week of instruction

DATE

Processed By: __________________________ Date: __________________________

This is the official Add/Drop/Term Withdrawal Request Form and supersedes all and any previous forms from any CSUB department. (02.2019)
Add/Drop/Term Withdrawal Request Instructions

*Note: If you are receiving financial aid, you are strongly encouraged to visit the Financial Aid Office to learn what implications your request will have on your aid.

Adding or Dropping a Course During the Schedule Adjustment Period -

Note: If you are adding or dropping a course during the Schedule Adjustment Period, please first attempt to add or drop the course via MyCSUB. If you are unable to, please continue with the form.

- Complete the top portion of this form including student information, term, and course information.
- Obtain signature from each instructor. If your course is online, you may attach an email from your instructor stating that they approve of the add/drop request.
- Obtain signature from the Department Chair of your major.
- Sign the form and bring it to the Office of Admissions and Records for processing.

Adding or Dropping a Course After the Schedule Adjustment Period but Prior to Census Day -

- Complete the top portion of this form including student information, term, and course information.
- Obtain signature from each instructor. If your course is online, you may attach an email from your instructor stating that they approve of the add/drop request.
- Obtain signature from the Department Chair of your major.
- If you are increasing your total units, obtain signature from Student Financial Services.
- Sign the form and bring it to the Office of Admissions and Records for processing.

Adding or Dropping a Course After Census Day* -

Note: Drops after Census Day are only approved for serious and compelling reasons and must be supported by documentation. Requests that are submitted without justification and supporting documents will not be processed.

- Complete the top portion of the form including student information, term, course information, and reason for your request. Attach supporting documentation.
- Obtain signature from each instructor, the Department Chair of your major, the Dean or Designee of your major and Student Financial Services. If your course is online, you may attach an email from your instructor stating that they approve of the add/drop request.
- Sign the form and bring it to the Office of Admissions and Records for processing.

Term Withdrawal for Current or Past Term* -

Note: Drops after Census Day are only approved for serious and compelling reasons and must be supported by documentation. Requests that are submitted without justification and supporting documents will not be processed.

- Complete the top portion of the form including student information, term, course information, and reason for your request. Attach supporting documentation.
- Obtain signature from each instructor, the Department Chair of your major, the Dean or Designee of your major and Student Financial Services. If your course is online, you may attach an email from your instructor stating that they approve of the add/drop request.
- Sign the form and bring it to the Office of Admissions and Records for processing.

* Dropping a course after Census Day will result in a W grade appearing on your transcript. This does not affect your GPA. CSUB students will be limited to a total of 18 semester units of “W” grades. Requests to allow additional “W” units beyond the 18-unit limit must be submitted to the Academic Petitions Committee (Academic Program Office) and approved prior to this form being processed.