



# CSU Bakersfield

Academic Affairs

Division of Enrollment Management  
Office of Admissions and Records

## Student Services Building Add/Drop/Term Withdrawal Request

**\*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

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

*\*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

DATE

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

**Student Financial Services Stamp:** \_\_\_\_\_

Signature required for increase in total units through the last day to add and/or for any schedule change after Census Day.

DATE

### Records Office Use Only

**AVP of Enrollment Management Approval:** \_\_\_\_\_

Required for Withdrawals after the 12<sup>th</sup> week of instruction and for all retroactive activity.

**Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This is the official Add/Drop/Term Withdrawal Request Form and supersedes all and any previous forms from any CSUB department. (9.25.19)

## Add/Drop/Term Withdrawal Request Instructions

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**\*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.**

**\*For Medical Term Withdrawals, please use the Request for Medical Withdrawal Form.**

### **Adding a Course Prior to the Last Day to Add-**

During this time period, please first attempt to add 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 the Registrar for processing.

### **Adding a Course After the Last Day to Add 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 the Registrar for processing.

### **Dropping a Course Prior to Census Day -**

- During this period, please first attempt to drop courses via myCSUB. If you are unable to, please continue with the form.

### **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 the Registrar 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 the Registrar 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.