How to Submit a Request to Drop after Census
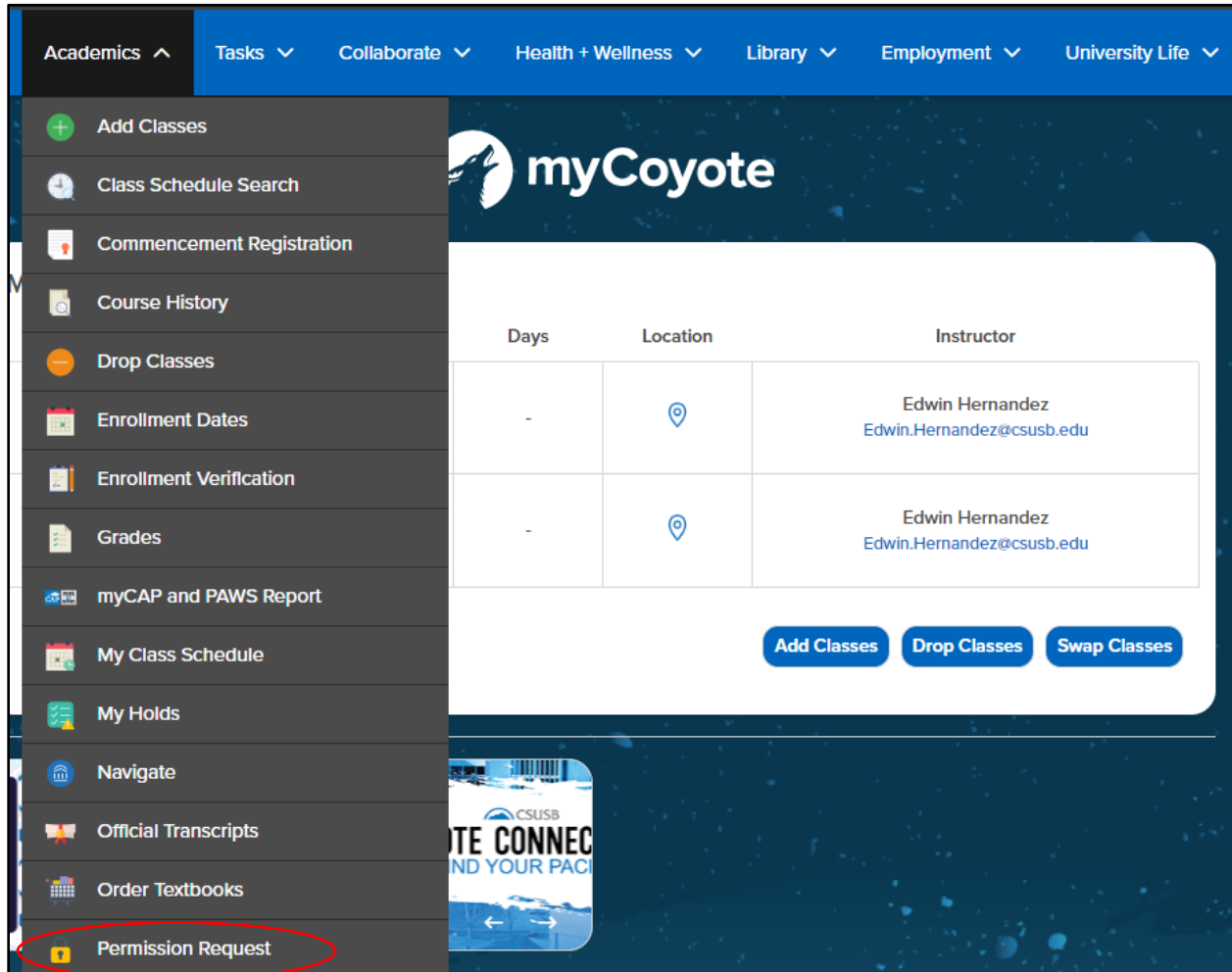
1. Log in to myCoyote and select the "Permission Request" tile from the "Academics" dropdown menu.

2. Select "Permission to Drop/Withdraw" to the right-hand side. Then click "create new request."

Request for Permission to Drop > Anaya Player > 008349998

👤 Anaya Player

View Full Site

Coyote ID   008349998

Requests to Drop (Withdraw) After Census or Withdrawal for Extenuating Circumstances is for serious and compelling reasons.

Supporting documentation is required. Please have your documents ready to upload (PDF format recommended). If approved, a grade of "W" will be assigned.

Create New Request

4. Select "Permission to Drop After Census..."

View Full Site

Return to Student Center

Select

Permission to Drop After Census is for serious and compelling reasons.

For both Graduate and Undergraduate Students.

- **Applies to the current term and is requested through the 12th week of classes.**
- **Justified by circumstances outside of the student's control** (e.g. illness or accident
- **Supporting documentation is required (PDF format).**
- **Is reviewed by the Instructor, Dept Chair and College Dean of the class(es).**

Select

Withdrawal for Extenuating Circumstances

For Undergraduate Students ONLY.

Graduate students, must contact the Office of Graduate Studies at 909-537-5058 or

- **May apply to a current or past term.**
- **Justified by circumstances outside of the your control** (e.g. Military; Death in Family
- **Supporting documentation is required demonstrating why you could not compl**
- **Is reviewed by the Director of Advising and Academic Services.**

5. Select the course(s) to drop or select "withdraw from all" for all courses, then click Next

Select the box for the class(es) from the list below or select "Withdraw From All" to select all classes.

Please Note:

- Only classes available to be withdrawn can be selected.
- Pending and withdrawn classes cannot be selected.
- SWAP cannot be done through this process. Return to **Permission to Add** to request a swap.
- Undergraduates ONLY: Classes that will exceed the maximum withdrawal limit (18 Sem/28 Qtr units) cannot be selected. Refer t

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Spring 2024

Pending = Request Is Pending Approval
Max Limit = Exceeds Withdrawal Limits

☐ Withdraw From All

CAL 3700-60
LEC (42083)
TBA
ONLINE

☐ Select

☐ Pending

☐ Max Limit

KINE 2300-03
LEC (42785)
TuTh 7:30AM - 8:45AM
Health and Physical Edu 250

☐ Select

☐ Pending

☐ Max Limit

6. Read and select the acknowledgement, then click Next

Acknowledgements

☐ Check here to acknowledge

Drop or Withdrawal After Census

You are initiating a drop after census or a withdrawal for extenuating circumstances.

If approved, a grade of W (withdrawal) will be assigned.

☐ Check here to acknowledge

Financial Aid

Withdrawing from classes after census may impact your financial aid and/or scholarships.

It is recommended that you consult with the Financial Aid and Scholarships office prior to submitting a request for withdrawal.

7. Type your reason for requesting the withdrawal in the Justification box, upload any documentation that supports your justification by selecting "Add", then click "Submit" Note: Please use PDF format for uploads

8. The following message will appear once the request is submitted

9. To check the status of a request that was submitted, repeat the first two steps of this guide – the status will either show as pending, approved, or denied.