

## Instructions for Submitting a Withdrawal for Extenuating Circumstances

1. Log in to myCoyote and select the “Permission Request” tile from the “Academics” dropdown menu.

The screenshot shows the myCoyote website interface. At the top, there is a navigation bar with the following items: Academics (with an upward arrow), Tasks (with a downward arrow), Collaborate (with a downward arrow), Health + Wellness (with a downward arrow), Library (with a downward arrow), Employment (with a downward arrow), and University Life (with a downward arrow). Below the navigation bar, a dropdown menu is open under the Academics tab, listing various options: Add Classes, Class Schedule Search, Commencement Registration, Course History, Drop Classes, Enrollment Dates, Enrollment Verification, Grades, myCAP and PAWS Report, My Class Schedule, My Holds, Navigate, Official Transcripts, Order Textbooks, and Permission Request. The 'Permission Request' option is circled in red. The main content area of the page features the myCoyote logo and a table with the following data:

Days	Location	Instructor
-		Edwin Hernandez Edwin.Hernandez@csusb.edu
-		Edwin Hernandez Edwin.Hernandez@csusb.edu

Below the table, there are three buttons: Add Classes, Drop Classes, and Swap Classes. At the bottom of the page, there is a banner for CSUSB with the text 'COYOTE CONNECTION' and 'FIND YOUR PLACE'.

2. Select – “Permission to Drop/Withdraw” to the right-hand side. Then select, “create new request.”

**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](#)

3. Select “Withdrawal for Extenuating Circumstances.”

[Select](#)

**Withdrawal for Extenuating Circumstances**  
**For Undergraduate Students ONLY.**  
Graduate students, must contact the Office of Graduate Studies at 909-537-5058 or email [gradstud@csusb.edu](mailto:gradstud@csusb.edu)

- May apply to a current or past term.
- Justified by circumstances outside of the your control (e.g. Military; Death in Family; Medical Crisis; Hospitalization; Psychological).
- Supporting documentation is required demonstrating why you could not complete or do well in your courses. (PDF format).
- Is reviewed by the Director of Advising and Academic Services.

4. Select the term you would like to withdraw from, then click “Next.”

SELECT		CAREER
<input type="checkbox"/>	Fall 2022	UGRD
<input checked="" type="checkbox"/>	Spring 2023	UGRD
<input type="checkbox"/>	Fall 2023	UGRD
<input type="checkbox"/>	Spring 2024	UGRD

5. Make sure the courses you would like to withdraw from are selected, then click “Next.”

By default, the "Withdraw From All" is selected. If you are needing to withdraw from individual courses, please uncheck "Withdraw From All" and select the desired course(s).

**Please Note:** Only courses available to be withdrawn can be selected.

Coyote ID 008C

Spring 2023

Withdraw From All

Pending

ANTH 1001-01  
LEC (40087)  
TuTh 4:00PM - 5:15PM  
Center Global Innovation 210  
**Grade** A  
 Select

Pending

ANTH 1400-01  
LEC (40089)  
TuTh 2:30PM - 3:45PM  
Center Global Innovation 110  
**Grade** A  
 Select

6. Read and select the acknowledgements on the page, then click “Next.”

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 only.**

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

**Your Request Has Been Submitted.**

Please allow a minimum of 3-5 business days for processing. You may return to the **Permission Request** summary page from your Student Center to view the status of this request. Additionally, an email notification to your CSUSB email account will be sent once the results of this request are available. Questions or further assistance can be emailed to the Advising and Academic Services office at [aas@csusb.edu](mailto:aas@csusb.edu).

**NOTE:** If your request is approved, a grade of W (withdrawal) will be assigned. If you want to cancel request, return to the Permission Request Summary page (can only cancel if request is still pending).

[Return to Request Summary](#) [Go to Student Center](#)

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.