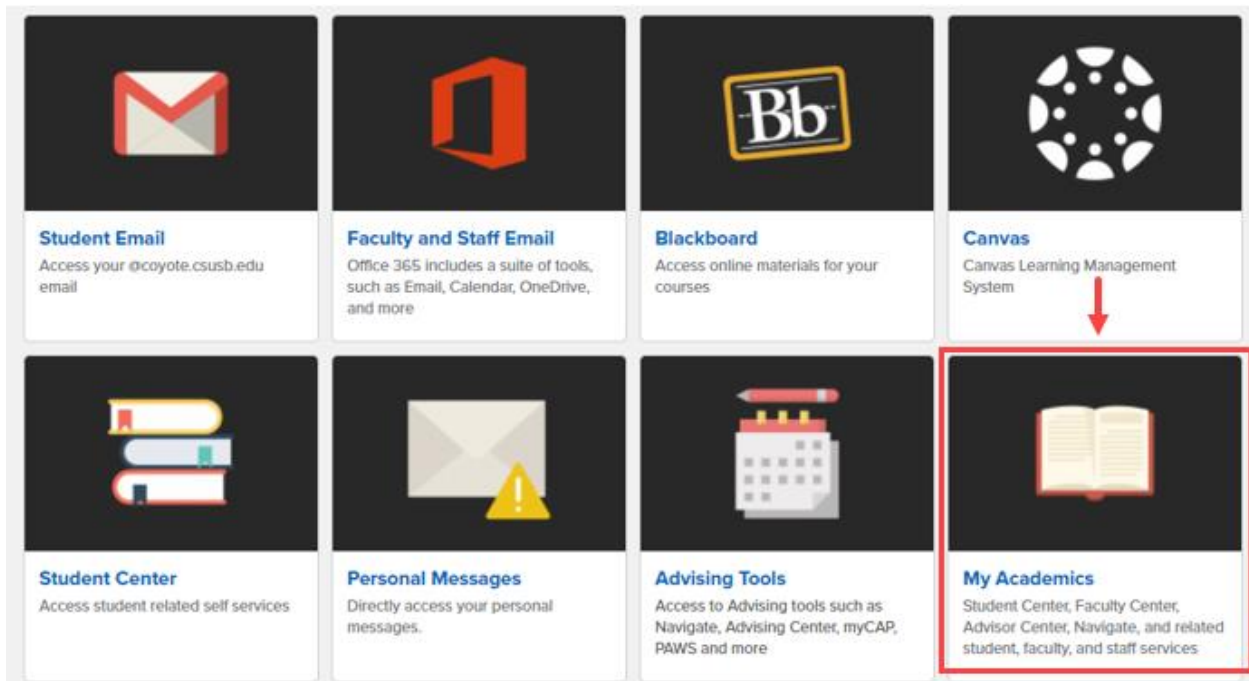
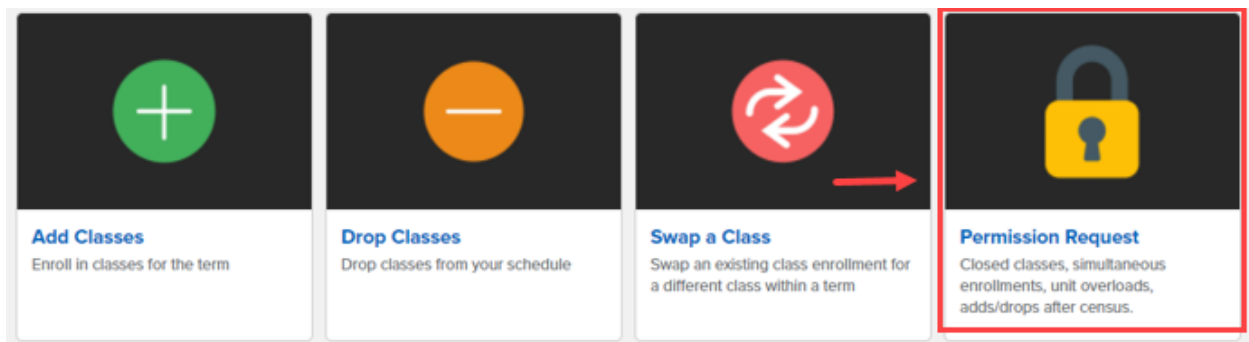


Instructions for Submitting a Withdrawal for Extenuating Circumstances

1. Log in to myCoyote and select the “My Academics” tile



2. Select the “Permission Request” tile



3. Select “Create new request”

 Joe Coyote

 Menu

[View Full Site](#)

Coyote ID

000226420

Requests to Drop 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)

[Create New Request](#)



4. Select “Withdrawal for Extenuating Circumstances”

[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 accidents preventing regular attendance; child care or work schedule changes).
- 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 email 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.

5. Select the term you would like to withdraw from, then click Next

		Career	Note
<input checked="" type="checkbox"/>	Fall 2021	UGRD	
<input type="checkbox"/>	Spring 2022	UGRD	

[Back](#) [Next](#) [Cancel](#)

6. 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 [REDACTED] [REDACTED]

Fall 2021

☒ Withdraw From All

<input checked="" type="checkbox"/>	PSYC 1101-60 LEC (80325)	TBA ONLINE	Grade	CR	<input type="checkbox"/> Pending
<input checked="" type="checkbox"/>	PSYC 3363-01 LEC (80308)	TuTh 10:30AM - 11:45AM Center Global Innovation 208	Grade	D	<input type="checkbox"/> Pending
<input checked="" type="checkbox"/>	PSYC 3386-01 LEC (80268)	TuTh 9:00AM - 10:15AM Chaparral Hall 135	Grade	D+	<input type="checkbox"/> Pending
<input checked="" type="checkbox"/>	PSYC 3390-02 LEC (80392)	TuTh 4:00PM - 5:15PM Social and Behavioral Sci 128	Grade	B	<input type="checkbox"/> Pending

Back

Next

Cancel

7. Read and select the acknowledgements on the page, 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.

Back

Next

8. Type your reason for requesting the withdrawal in the Justification box, upload any documentation that supports your justification by selecting “Add”, then click “Submit”. (Please use PDF format)

You are requesting to withdraw for extenuating circumstances.

- Justification - Explain why you were not able to complete or do well in your course(s).
- Documentation (PDF format) - Must support your justification.
- Please verify all information is correct, then **Submit**.

Coyote ID [REDACTED]

Term Fall 2021

Name [REDACTED]

Drop After Census - Course(s) Selected	
PSYC 1101-60 LEC (80325)	TBA ONLINE
PSYC 3363-01 LEC (80308)	TuTh 10:30AM - 11:45AM Center Global Innovation 208
PSYC 3386-01 LEC (80268)	TuTh 9:00AM - 10:15AM Chaparral Hall 135
PSYC 3390-02 LEC (80392)	TuTh 4:00PM - 5:15PM Social and Behavioral Sci 128

Justification

Type justification for withdrawal here.

Attach Supporting Documentation			
	File Name	Add	View
1	Click to upload →	Add	View

Back

Submit ←

9. 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.

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](#)

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

Prior/Existing Requests

[View Request](#)

Pending ←

Extenuating Withdrawals

PSYC 3386-01 LEC (80268)	TuTh 9:00AM - 10:15AM Chaparral Hall 135
PSYC 3363-01 LEC (80308)	TuTh 10:30AM - 11:45AM Center Global Innovation 208
PSYC 1101-60 LEC (80325)	TBA ONLINE
PSYC 3390-02 LEC (80392)	TuTh 4:00PM - 5:15PM Social and Behavioral Sci 128

Term Fall 2021

Seq # 1

Submitted On 04/04/2022 9:59:35AM