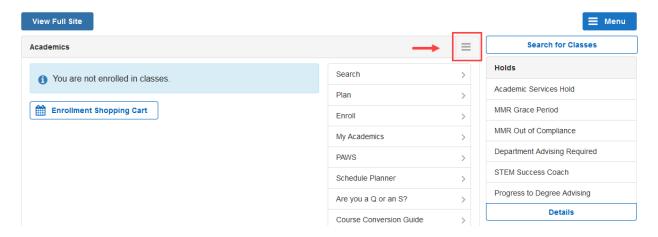
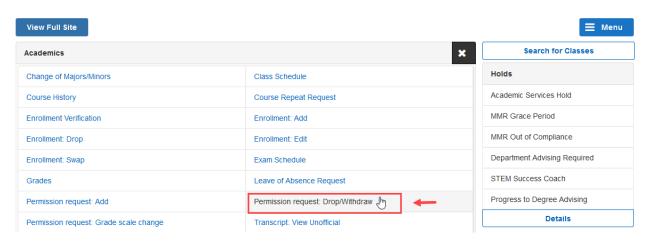
## **Instructions for Submitting a Withdrawal for Extenuating Circumstances**

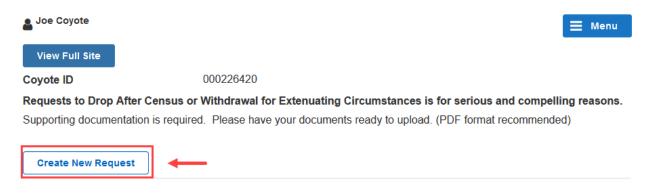
1. Log in to the Student Center in myCoyote and select the hamburger icon



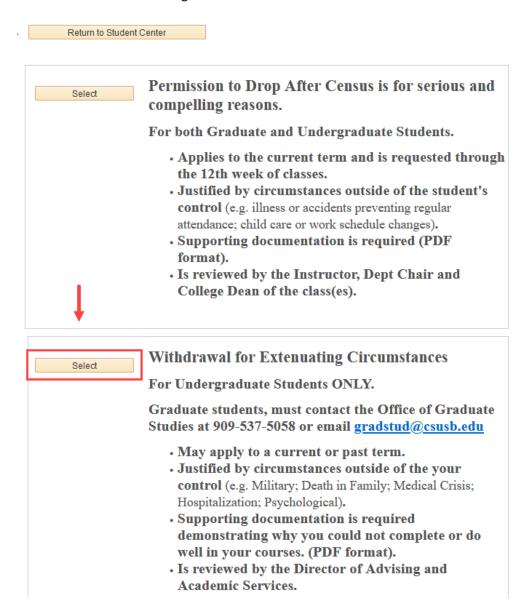
2. Select "Permission request: Drop/Withdraw"



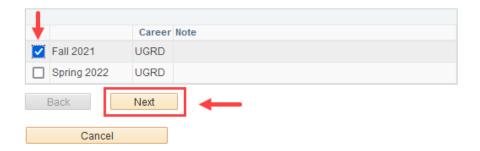
3. Select "Create new request"



4. Select "Withdrawal for Extenuating Circumstances"



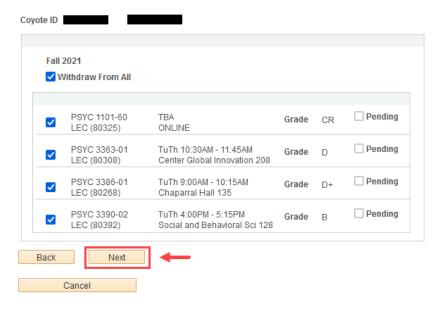
5. Select the term you would like to withdraw from, then click Next



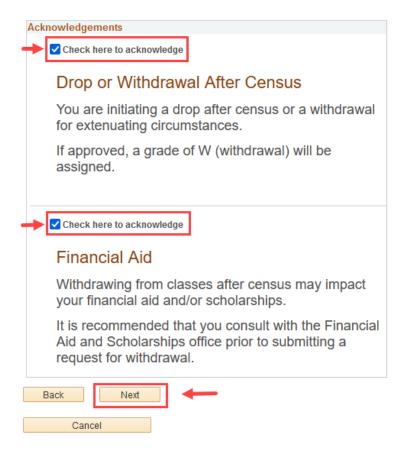
6. Make sure the courses you would like to withdraw from are selected, then click Next

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Please Note: Only courses available to be withdrawn can be selected.



7. Read and select the acknowledgements on the page, then click "Next"

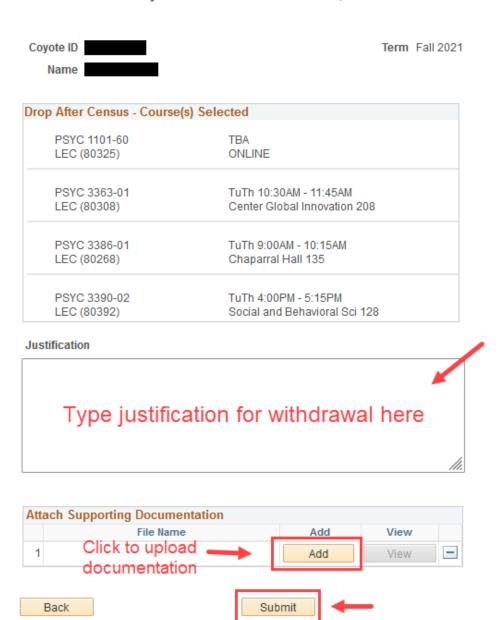


8. Type your reason for requesting the withdrawal in the Justification box, upload any documentation that supports your justification by selecting "Add", then click "Submit"

Note: Please use PDF format for uploads

## 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.



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

