

## Instructions for Submitting a Withdrawal for Extenuating Circumstances

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

The screenshot shows the top navigation bar of the myCoyote Student Center. On the left is a "View Full Site" button. On the right is a "Menu" button. Below the navigation bar is the "Academics" section, which contains a message: "You are not enrolled in classes." and an "Enrollment Shopping Cart" button. A red arrow points to the hamburger menu icon (three horizontal lines) located in the top right corner of the Academics section. A red box highlights this icon.

2. Select "Permission request: Drop/Withdraw"

The screenshot shows the Academics menu expanded. The menu items are listed in two columns. The item "Permission request: Drop/Withdraw" is highlighted with a red box, and a red arrow points to it from the right. The menu also includes options like "Change of Majors/Minors", "Class Schedule", "Course History", "Course Repeat Request", "Enrollment Verification", "Enrollment: Add", "Enrollment: Drop", "Enrollment: Edit", "Enrollment: Swap", "Exam Schedule", "Grades", "Leave of Absence Request", "Permission request: Add", "Transcript: View Unofficial", and "Permission request: Grade scale change". On the right side of the Academics menu is a close button (an 'X' icon). To the right of the Academics menu is a "Search for Classes" button and a "Holds" section with a "Details" button.

3. Select "Create new request"

The screenshot shows the user profile section of the myCoyote Student Center. The user's name is "Joe Coyote". Below the name is a "View Full Site" button. The user's "Coyote ID" is "000226420". Below the ID is a message: "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)". At the bottom of the page is a "Create New Request" button, which is highlighted with a red box and a red arrow pointing to it from the right.

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](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.

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**    ←

Cancel

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**.

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 documentation	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](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](#)

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