

**CLASS DROP REQUEST- SUMMER**  
**California State University, Chico**  
 (Please read the instructions on the back of this form)

Rcpt #: _____
Processed by: _____

**Section to be completed by student in ink (please print):**

Date \_\_\_\_\_

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| NAME: \_\_\_\_\_  
 Chico State ID Number Last First M.I.

LOCAL ADDRESS: \_\_\_\_\_  
 Number Street Room or Apt. No. City State Zip

LOCAL PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ EMAIL \_\_\_\_\_

Summer Term Session I  II  III  IV  V  \_\_\_\_\_ - \_\_\_\_\_  
 Begin Date End Date

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| CLASS \_\_\_\_\_ UNITS: \_\_\_\_\_  
 Reg Number Subject Number Section (e.g., ENGL 130-01)

Financial Aid Student  Yes  No **If Yes, Financial Aid signature required below.**

REASON FOR THIS DROP: \_\_\_\_\_  
 3-4 week session—reason required after the 4<sup>th</sup> day of classes; 5-6 week session—reason required after the 6<sup>th</sup> day of classes. Reason must be serious & compelling—see back of form for more info.

STUDENT SIGNATURE OR PERSON REQUESTING DROP ACTION: \_\_\_\_\_

**This section to be completed in ink and with original signatures:**

- The student's reason is serious and compelling
- The student's reason is clearly beyond the student's control, such as serious illness or accident (please attach student's documentation)

Instructor: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name (Required) Signature

Dept. Chair: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name (3-4 wk session—required after 4<sup>th</sup> day of classes) Signature  
 (5-6 wk session—required after 6<sup>th</sup> day of classes)

College Dean: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name (3-4 wk session—required after 4<sup>th</sup> day of classes) Signature  
 (5-6 wk session—required after 6<sup>th</sup> day of classes)

Financial Aid Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name (Forms submitted by Financial Aid students without approval will not be processed) Signature

**Approval dates more than 10 working days old will not be processed.**  
 STUDENT RECORDS AND REGISTRATION, Student Services Center 110, 530-898-5142

## CLASS DROP REQUEST-SUMMER INSTRUCTIONS

Drop forms are required 1) when a student is unable to drop themselves from a class through the Student Center, 2) if the academic department offering the class is unable to assist the student or 3) after the start of the Summer Term when all adds and drops are processed through the Student Records and Registration Office. Please refer to the online registration calendar for current registration periods and deadlines (<http://www.csuchico.edu/schedule/>).

### Signature Requirements

Students are responsible for obtaining all of the required signatures as noted on the form and for the timely return of the form to the Student Records and Registration Office.

#### Class Drop Request Signature Requirements for State Supported Summer Term Sessions

Course Length	Instructor Only	Instructor, Chair, Dean
3-4 weeks	First through third day of class	Fourth day of classes and after
5+ weeks	First through fifth day of class	Sixth day of class and after

### Withdrawals

Beginning fall 2009, undergraduate students may withdraw from no more than 18 semester units after census (3-4 week course = 4<sup>th</sup> day of classes; 5+ week course = 6<sup>th</sup> day of classes). A drop request which results in exceeding the 18 unit limit will be returned to the student unprocessed and the appropriate grade shall be assigned by the instructor at the end of the term.

Withdrawals that require chair and dean signatures (see Signature Requirements above) require a serious and compelling reason. Permission to withdraw during this time shall be granted only with the approval of the instructor, chair, and dean. The reasons for the withdrawal shall be stated on the request and maintained in accordance with the campus retention policy. Withdrawals due to circumstances clearly beyond the student's control, such as serious illness or accident will not count in the 18 unit limit, and the assignment of an Incomplete "I" grade is not practical.

- Reasons which may be considered serious and compelling include financial hardship, illness, accident, death in family, etc.
- Reasons which are not considered serious and compelling are withdrawal due to course workload, neglecting to drop the class prior to census, failing an assignment, etc.

### Change of Units

If dropping results in a tuition fee change, the student is responsible for filing for a refund at Student Financial Services in Student Services Center 230. During the first two days of class, students may transfer from one class to another class without financial penalty.

### Returned/Unprocessed Forms

Unauthorized signature(s), signature stamps, signatures more than 10 working days old, or signatures not signed in ink will be returned to the department for reprocessing.

### Fraudulent Signatures

Fraudulent drop forms will not be processed and will be turned over to Student Judicial Affairs for disciplinary action.

### Financial Aid Recipients

Financial Aid recipients are responsible for getting approval from the Financial Aid & Scholarship Office in Student Services Center 250 for all Summer Term drop actions. Class Drop Request forms submitted by Financial Aid recipients without this approval will not be processed.

### Open University Courses

Students may **not** use the Student Center to enroll or drop Open University courses. To add or drop an Open University course, students must go to the Office of Regional and Continuing Education (RCE).