



WITHDRAWAL FAQs

The process outlined below only applies to only Orfalea College of Business courses, courses in Business, Economics or Industrial Technology. If you're trying to withdraw from a non-Orfalea College of Business course, please contact the Department specific to the course to learn about their withdrawal process.

No matter what your situation is, we encourage you to speak with a Professional Academic Advisor about what is affecting your academic progress. The FAQs below are designed to help you understand the process and things to consider before pursuing a withdrawal.

FACTORS TO CONSIDER BEFORE DECIDING TO PETITION TO WITHDRAW:

TIME OF THE QUARTER

By mid to late quarter, students have invested a considerable amount of work in their courses. To not lose that work, withdrawals should be considered as a last resort option for students who do not wish to remain in the course. We advise students to speak with their professor(s) to determine if there is another option in fulfilling the remaining class requirements, without having to withdraw from the course or term completely. If there are extenuating circumstances that impede the completion of the course material, some professors may be willing to allow students to make up the coursework or exams at a later point by issuing an incomplete, 'I', grade. Requirements for courses with the grade of 'Incomplete' must be completed within one year, or the grade will automatically convert into an F.

REPEATING A COURSE

Students are eligible for grade forgiveness if the grade earned in the course is a C- or lower. Students are able to repeat 16 units for [grade forgiveness](#) to improve their GPA, meaning students have the opportunity to repeat the same course to earn a higher grade. When you repeat a course for grade forgiveness, the first grade you earned is no longer factored into the GPA. Considering the time of the quarter and your circumstances, repeating the course you're thinking of withdrawing from may be a better option. Learn more about the [Cal Poly Repeat Policy](#).

WHAT IS THE DIFFERENCE BETWEEN DROPPING A CLASS AND WITHDRAWING FROM A CLASS?

Prior to the [Add/Drop Deadline](#) of each quarter (8th day of instruction), students are able to independently drop courses through their Student Center without obtaining permission or approval. Classes dropped before this date will not appear on your academic record. It's the students responsibility to drop courses via the Student Center, regardless of the professor(s) comments about enrollment. After the Add/Drop Deadline has passed, students need to petition to withdraw from a course(s) in order to be officially removed from course(s). Students need to present a serious and compelling reason for the petition to be approved.

WHAT IS CONSIDERED A "SERIOUS AND COMPELLING" REASON?

Any circumstance that occurs outside of the student's control and is negatively impeding their ability to succeed in the course is considered a serious and compelling reason. These circumstances may be medical, financial, or psychological, among others. It is important to note that poor grades, lack of attendance, or not being satisfied with the course material are not adequate reasons for a student to petition to withdraw.

After the 7th week of instruction, the Withdrawal Policy states that a student must have an emergency reason to withdraw from a course or term.

WHAT IS THE DIFFERENCE BETWEEN A COURSE WITHDRAWAL AND A TERM WITHDRAWAL?

Students may petition to withdraw from a single course or petition to withdraw from the academic term. The Withdrawal Petition Forms differ depending on which withdrawal process the student is pursuing. Whether you're pursuing a Course Withdrawal or Term Withdrawal, you will need to specifically outline how your serious or compelling reason contributes to your petition to withdraw.

WHAT IS THE DIFFERENCE BETWEEN DROPPING A CLASS AND WITHDRAWING FROM A CLASS?

Begin the withdrawal process by reviewing [Cal Poly's Withdrawal Policy](#). If the circumstances impeding the completion of the course appear to fall within the policy, a Withdrawal Petition Form can be picked up at the [Office of the Registrar](#). Each form includes instructions. For Course Withdrawals, students complete the notes and signature, then obtain notes and signature of their professor. Professors comments are limited to your attendance and performance in the course. This must be completed before visiting [Orfalea Student Services](#). Next, students set up an appointment with a Professional Academic Advisor at [Orfalea College of Business Student Services](#) to discuss your withdrawal petition and next steps. In order for Advisors to take your appointment, the [Orfalea Online Form](#) (Course Withdrawal Form or Term Withdrawal Form) must be submitted.

[Access the step-by-step process here.](#)

WHAT IS NEEDED IN ORDER TO PURSUE ORFALEA'S WITHDRAWAL PROCESS?

In order to verify a serious and compelling reason, documentation that highlights the circumstance is necessary. Documentation can be provided in person during the appointment, or prior via email or fax.

WHAT IS THE TIMELINE OF THIS PROCESS? WHAT SHOULD I DO WHILE IN THE PROCESS?

Once all steps for the [Orfalea College of Business Withdrawal Process](#) have been completed and have met with an Academic Advisor, the outcome of the withdrawal petition will be communicated. After the Withdrawal Committee meets to discuss the withdraw within 4-5 days, an official notification of the decision of your withdrawal will be sent to the students' official Cal Poly email address.

During this time, students must continue attending the class(es) that they are petitioning to withdraw from.



IMPORTANT DATES FOR THE WITHDRAWAL PROCESS

Add/Drop Deadline:

8th day of class instruction of each term

Up until the 7th Week of Instruction:

Students are able to petition to withdraw from a course or term for a serious and compelling reason.

After 7th Week of Instruction:

Withdrawals are only accepted for extreme crises after the 7th week of courses.



WHAT WILL HAPPEN IF MY WITHDRAWAL IS DENIED?

Students are responsible for the outcome of the course or term if their Withdrawal Petition is denied. It is important to continue attending your courses. Receiving a Withdrawal Unauthorized (WU) will result in not obtaining any units for the course, and will impact their term and cumulative GPA. Repeating the course is often the best option for students, if the withdraw is denied. More information on grading can be found at the [Cal Poly catalog](#).

HOW WILL THIS IMPACT MY FINANCIAL AID AND STUDENT ACCOUNT?

Withdrawing from a course or term may impact a student's Financial Aid. This is dependent on the number of units that a student has enrolled in and other aspects of their academic record. We recommend students work directly with the [Financial Aid Office](#) and [Students Accounts](#) to determine the potential outcomes of withdrawing and to learn about how their financial aid may be affected.

FOR MORE INFORMATION...

We always recommend connecting with a Professional Academic Advisor to discuss how withdrawing from a course or withdrawing from a term may impact your academic progress. Our Advising Staff is here to support you. We can help you develop an academic plan for making successful degree progress, discuss remaining degree requirements, and create a support plan that is unique to your needs.

ORFALEA COLLEGE OF BUSINESS STUDENT SERVICES

Phone: 805-756-2601

Location: Business Building, 03-100

Website: cob.calpoly.edu/student-services

Open Monday, Wednesday, Thursday, and Friday from 9am - 4pm and Tuesdays from 10am - 4pm.

We also offer drop in hours where Professional Advisors are available to help with goal setting, time management, connecting with resources, and more. These are offered Monday through Thursday from 11am - 12pm.

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