1. **What's the difference between dropping, withdrawing, and taking an educational leave?**
A student can "drop" a course from their schedule during the first four weeks of instruction (prior to census) without obtaining instructor approval. No notation of the drop will be recorded on the student's academic record. When a student drops all their classes using web registration, they are withdrawn from the university. A "withdrawal" occurs when a student registers for a class or classes, and after registering, formally requests to withdraw from a single class, a selection of classes, or all classes. After the fourth week of instruction (census) through the 10th week, a serious and compelling reason is needed for a late withdrawal, as well as college approval.

Continuing students who have not yet registered for a given term and who want to take a break from school without losing catalog rights or registration eligibility can request an "Educational Leave" for that semester. Educational Leaves are granted upon request for undergraduates, second bachelor’s students, and unclassified post-baccalaureate students who are eligible to register for a future term. They can be taken for up to one year, and then, upon request, extended for as long as one additional year. Students who are pursuing a master's degree or a postgraduate credential program need to obtain approval signatures in order to take an educational leave. To request an educational leave, please contact the Office of the Registrar, (707) 826-4101, Student Business Services (SBS) 133, email records@humboldt.edu.

2. **What are my alternatives to withdrawal?**
Please contact the Advising Center in SBS 295, (707) 826-5224 for more information about your options to stay enrolled in classes, including alternative grading options, "incomplete" grades, and the repeat policy.

3. **How do I withdraw from on-campus?**
If you are withdrawing within the first four weeks of the term (before census date), you should complete a withdrawal form with the Office of the Registrar, SBS 133, to officially inform the University of your intent to withdraw. You will also need to request an "Educational Leave" for that term in order to preserve your registration eligibility. Your withdrawal is effective from the date you originally received the form from the Office of the Registrar, provided you turn it in by the indicated date on your form.

If you are requesting permission to withdraw after census, start at the Office of the Registrar, SBS 133, or go to www.humboldt.edu/withdraw to begin the process of requesting permission to drop a class or withdraw from the semester. You are strongly encouraged to begin the process of late drop and/or withdrawal no later than during the 10th week of classes. If you submit your request after the deadline, these requests are seldom granted.

4. **How do I withdraw from off-campus?**
To withdraw within the first four weeks of the term (before census date) go to your Student Center to drop your classes online. You should also submit a signed letter to the Office of the Registrar to inform the University of your intent to withdraw. Additionally, you will need to request an Educational Leave for that term to maintain your eligibility to register for a subsequent term. If you have a hold on your account which prevents you from dropping your classes, you can just submit to the Registrar’s Office your letter requesting withdrawal from your courses and a leave of absence from the University.

If you are requesting permission to withdraw after census, contact the Office of the Registrar at 707-826-4101, or go to www.humboldt.edu/withdraw to begin the process of requesting permission to drop a class or withdraw from the semester. You are strongly encouraged to begin the process of late drop and/or withdrawal no later than during the 10th week of classes. If you submit your request after the deadline, these requests are seldom granted.

5. **What if I’m a new freshman or transfer student to HSU and I withdraw my first semester?**
If you withdraw your first semester prior to Census (the fourth week of the term), you will be considered an inactive student and will have to re-apply to the university for admission. Check with Admissions (707) 826-4402 for application deadlines. If you withdraw after the fourth week of the term, you will be allowed to register with continuing students during the next early registration period.

6. **How will the withdrawal appear on my transcript?**
If you withdraw before the end of the first four weeks of classes, the date of withdrawal will appear on the transcript, but the courses will not. If you withdraw after the end of the first four weeks, the date of late withdrawal is posted and courses will appear with a grade of "W." The "W" has no effect on your grade point average and you can have up to 18 units of "W" total. It is important, however, when withdrawing after the fourth week to notify each instructor that you have withdrawn from the term, as they have the right to override the "W" with another grade.
7. What if I need to withdraw after the 4th week (census date) through the 10th week of the semester?
In order to withdraw after the first four weeks of the term, you need to provide documentation of a “serious and compelling” reason for withdrawing, and your request must be approved by the Associate Dean of your major department and the faculty member(s) teaching the course(s) and the appropriate department chair(s). "Serious and compelling" reasons include psychological problems, loss of care for dependents, inappropriate behavior of someone else in the classroom, and serious reversal in your financial situation. Documentation must be provided. (Note: reasons such as doing poorly in a class, taking too many units, being too busy to do the work, not liking the class, not knowing how or when to drop are not considered to be “serious and compelling.”) As of fall 2009, students may withdraw from no more than 18 semester units, with a serious and compelling reason (“W” grade), in their entire HSU academic career.

8. What if I need to withdraw due to an emergency?
This is called a Catastrophic Withdrawal. It is available after the first four weeks of the semester. In this case, you disenroll from a course or from the campus due to catastrophic events clearly beyond your control, such as severe illness or injury, being called to military service or consequences of the death of a close family member. Formal documentation of the event must be provided, and requests must be approved by the Associate Dean of your major department and the faculty member(s) teaching the course(s). If granted, a grade of "W" appears on your transcript and does not count toward the 18-unit limit for withdrawals. This is the only category of disenrollment permitted after the 10th week of classes in the regular semester. Please contact the Office of the Registrar for more information (SBS 133).

9. Should I notify my instructors and my advisor?
It is always a good idea to notify your instructors if you no longer plan to attend class. Please do so either in-person, by phone, or email. You should also consult with your advisor regarding any action that affects your academic progress. If you haven't already sought his/her consultation, let him/her know that you've withdrawn.

10. What about tuition and fees?
You may be eligible for a refund—it depends on when you withdraw. If you withdraw before the first day of instruction, you will have all your fees refunded except a $27 administrative fee. If you withdraw on or after the first date of instruction please contact Student Financial Services (SBS 285, (707) 826-6789) to discuss any possible refund.

11. What about Financial Aid and/or Housing?
If you receive financial aid, you should consult with a financial aid staff member about how your withdrawal affects your award. When withdrawing in person, you have the opportunity to do so when routing your withdrawal petition. When withdrawing from off-campus, the financial aid office is officially notified but you'll need to contact them personally for details. Call (707) 826-4321 or email them at finaid@humboldt.edu. If you are living in the on-campus residence halls, please contact Housing at (707) 826-3451 to notify them of your withdrawal and obtain accurate information regarding payments, penalties, and/or refunds.

12. What if I’m scheduled to graduate at the end of the term, but now that I’m withdrawing I won’t finish my last requirements?
Change your expected graduation date by filling out a “Graduation Date Change Request” form available online or at the Office of the Registrar, SBS 133. Submit it to the Office of the Registrar prior to the end of the term in which you are scheduled to graduate.

13. After I withdraw, how do I register for the next term? What if I’m not ready to return to school next term?
Check your Student Center for your upcoming registration date. These will be posted in March (for fall registration) or November (for spring registration). We recommend you meet with your advisor before registering to review your academic plans. KEEP YOUR EMAIL, PHONE, and ADDRESS current on Student Center, and check your HSU email frequently. If you’re not ready to return, then go back to the first question—you’ll want to extend your educational leave.