

Request for Partial Medical Withdrawal for Undergraduate Students

Personal Data PRINT CLEARLY (form will not be accepted if illegible)

Name: _____ CSUN Student ID:

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Terms (circle one) Sp Su Fa Wi Year: _____ Major: _____

Phone: _____ CSUN email: _____ csun.edu Alternative email: _____ @

REQUIRED: LAST DAY YOU PARTICIPATED IN AN ACADEMIC ACTIVITY: _____ / _____ / _____
MONTH DAY YEAR

Requested Change

Dept Course Number	5-digit Class Number	INSTRUCTOR (or designee)		Recommend		Is this student passing?		Chair of Department Offering Course Signature / Date	Recommend	
		Print Name		Approve	Deny	Yes	No		Approve	Deny
		Sign Name								

This form will not be accepted unless completed as directed with required signatures and attachments.

I understand that reduction in units may affect my Financial Aid, Campus Housing, and/or International Student Status. I will check with each office to learn the consequences because once a change is processed the decision cannot be reversed. To learn how the change in your schedule may affect you, click www.csun.edu/ugs/academicprogramchanges.html

Student Signature: _____ **Date:** _____

Director of Undergraduate Studies Signature: _____ **Date:** _____

Approved: Denied:

Partial Medical Withdrawal Guidelines

What criteria must be met for a Partial Medical Withdrawal (PMW)?

Students who must withdraw after the end of the Late Registration/Schedule Adjustment Period and prior to the last three weeks of class must show proof of serious and compelling medical circumstances that prevent them from successfully completing some, but not all, of their classes. Students seeking PMWs must (1) complete this form, (2) submit a typed, personal statement that describes the reason for the PMW request, (3) have their treating medical professional complete the **PMW Health Provider Report**, available at www.csun.edu/anr/forms/healthprovider_rpt.pdf, and (4) attach a print-out of their Class Schedule (log into *myNorthridge*, click Student Center (SOLAR), and then *View My Class Schedule*). Additional documents from institutions such as hospitals, police departments, social services agencies or letters or emails from CSUN offices or personnel may be submitted to support the request. Students should continue to attend class while waiting for a decision about their PMW. Complete Medical withdrawals for the current semester are initiated via a different form through the Student Health Center.

Are PMWs available during the last three weeks of class or thereafter?

With few exceptions, no withdrawals will be permitted during the final three weeks of instruction or thereafter except in cases such as accident or serious illness that did not present itself until that time. Students seeking to withdraw due to on-going health-related conditions for which they have been treated throughout the semester or prior to the start of the semester will not be given PMWs. Withdrawals during the last three weeks of class must ordinarily be complete withdrawals except in circumstances where sufficient work has been completed to permit the instructor to evaluate the coursework, assign a letter grade or permit an Incomplete (I), which allows an extension of time to complete a small amount of remaining work.

What happens to the transcript? How does a PMW affect finances and/or services?

Any course for which a PMW is granted will result in a W on the student transcript. Financial Aid recipients may be required to repay all or some of the monies received if the number of units in which they are enrolled is reduced. Please consult with a Financial Aid representative for more information. If PMW requests are denied, students may repeat a maximum of 15 units of coursework in which they earn a C- or lower. **SUBMIT COMPLETED FORMS TO UNDERGRADUATE STUDIES, UNIVERSITY HALL 215.** for more info