University Withdrawal

Last Modified on 07/27/2026 2:57 pm MDT

Submitting a University Withdrawal Request

If you are planning to leave CSU-Global, you must submit an official **University Withdrawal Request Form** before you depart.

Here is what you need to know about the process, key deadlines, and how a withdrawal impacts your student record.

How to Request a Withdrawal

1. **Contact Your Student Success Counselor:** Reach out to your counselor to discuss your plans. They will add the **AD - Withdrawal From (University)** link to the "my documents" section of your Student Portal.
2. **Submit the eForm:** Complete and submit the online form before departing.

> **Processing Note:** All university and course withdrawals are handled through the Office of the Registrar. Outstanding Incomplete (I) grades will be resolved into their final grades before your withdrawal is finalized.

Important Policies & Deadlines

- **Timing & Grades:** You can withdraw from all courses in a term starting immediately after the add/drop period up until the last day of the course. Withdrawing during this window results in a grade of **"W"** on your official transcript.
- **Tuition & Fees:** Tuition and fees are not adjusted or refunded for university withdrawals.
- **Student Portal Access:** After withdrawing, you will retain limited portal access to view your account details and select student services.
- **Taking a Temporary Break:** If you don't submit a formal withdrawal, you remain an active student as long as you complete at least one course within a 12-month period.

Returning in the Future

You are always welcome to re-apply if you choose to return! Keep in mind that when you re-enter CSU-Global, you will follow the academic catalog requirements and tuition rates in effect at that time.