University Withdrawal Process

Students needing to withdraw from the University during this remote period of operation may do so via email. The process is as follows:

1. From the CAU website, navigate to Registrar, then click the forms section in the red box and click the ‘Application for Withdrawal from University Form’ link:

Registrar > Forms > Application for Withdrawal from the University

2. Fill out the electronic request form:
3. Upon receipt of the completed electronic request form, an official University withdrawal form will be returned to you via DocuSign.

4. Click on Review Document; an agreement will populate across the screen for signature and verification purposes.

5. Click ‘I agree’ to use electronic records and signatures and click continue.
6. Click start, complete the form as guided by DocuSign and click finish.

7. A confirmation of the completed University Withdrawal will be emailed from Tye Andrews via DocuSign.

THE UNIVERSITY Withdrawal FORM IS NOT FOR INDIVIDUAL COURSE WITHDRAWALS. STUDENTS SEEKING TO WITHDRAW FROM A COURSE(S) MAY DO SO VIA THE ADD/DROP FUNCTION IN BANNERWEB, SELECT “Web Withdrawal” FROM THE DROP DOWN LIST.

IMPORTANT: THIS ACTION CANNOT BE REVERSED. BE SURE YOU WANT TO WITHDRAW FROM THE UNIVERSITY BEFORE YOU SUBMIT CHANGES.