CWU College in the High School Withdrawal

When ever a student leaves a class, they must be withdrawn.

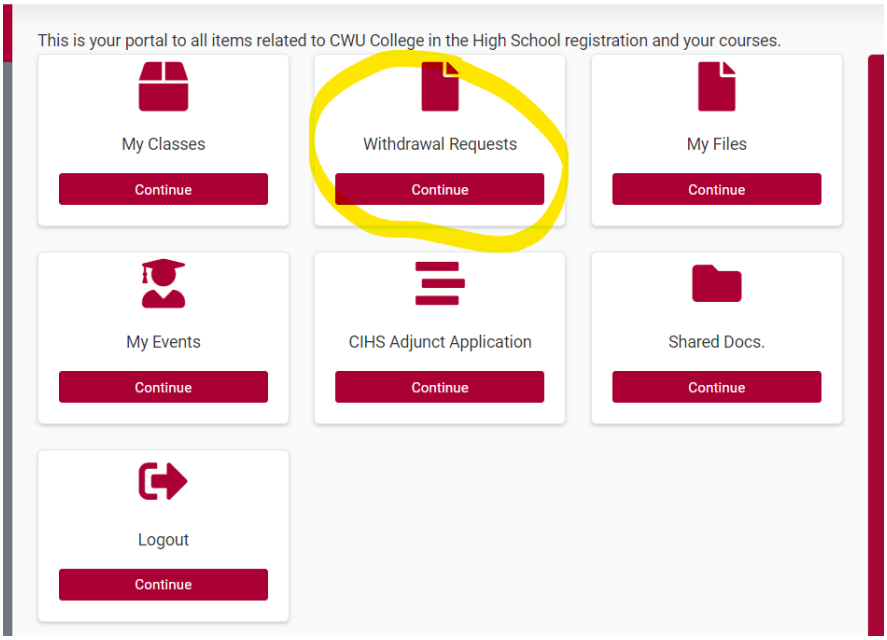
This includes when they change from one school to another before the end of the term.

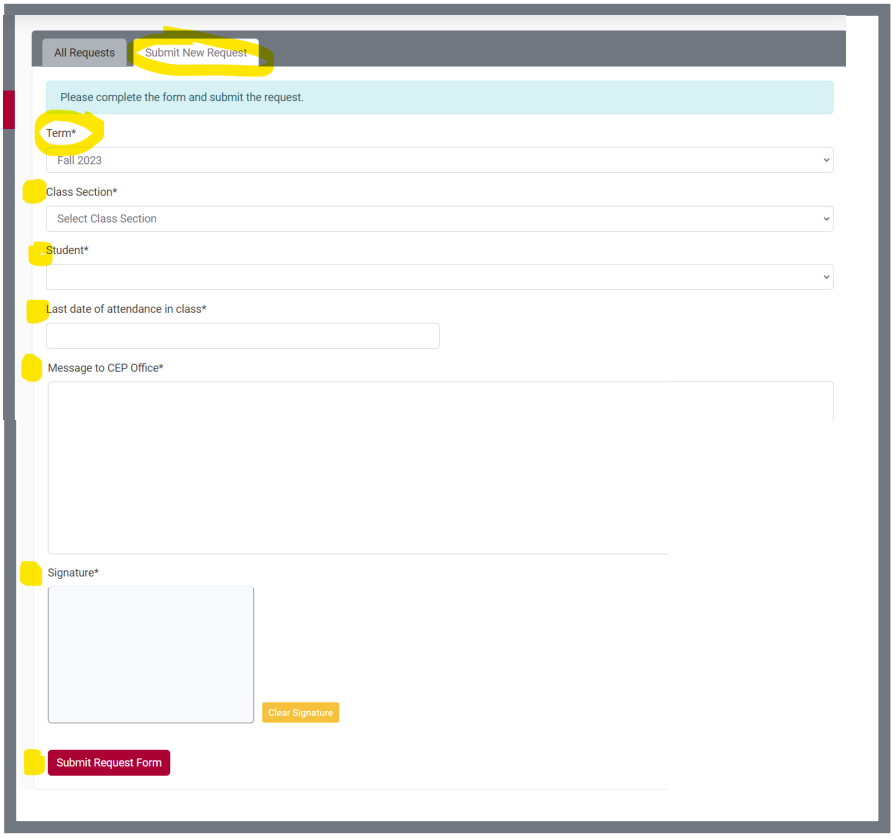
Teachers submit Withdrawal Requests directly in the CiHS.cwu.edu online platform.

Simply log in, your home dashboard will show your tiles.

Click on “Withdrawal Requests”, this opens a new window.

- Click on the tab “Submit New Request”
- Choose the current term from the drop-down menu.
- Select the class section that the student is taking.
- Type in the student name.
- Add the last date they were seated in your class (as a CWU student).
- Message to CEP office can be minimal, something like “BillyJohn moved to a different school” (CEP = Concurrent Enrollment Partner and is standard lingo for dual credit programs.)
- Add your signature and hit Submit.





It’s that easy.

We receive an alert, and process the request.

Teachers can log back in to check the progress. They should check their official faculty MyCWU roster and confirm that the W has been entered on the permanent record.

High School Partnerships
400 E University Way • Ellensburg WA 98926-7431 • Office: 509-963-1351 • Fax: 509-963-1690
Hebeler Hall, Room 122 • Email: hspartnerships@cwu.edu • Web: cwu.edu/hspartnerships
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.