

Withdrawal Policy

This Policy Statement supersedes Policy Statement 85-01 (Rev.). It was revised by the Academic Senate on November 8, 2001, and received the concurrence of the President on February 7, 2002. It was further revised on July 30, 2002, to bring it into conformity with a change in Title V regulations governing the refund of student fees.

WITHDRAWAL (W)

The symbol "W" indicates that the student was permitted to drop a course after the second week of instruction with the approval of the instructor and appropriate campus official. It carries no connotation of quality of student performance and is not used in calculating grade point average.

Students are held responsible for completion of every course in which they register OR FOR WITHDRAWING DURING THE FIRST TWO WEEKS OF CLASSES FROM COURSES WHICH THEY DO NOT INTEND TO COMPLETE. Application for withdrawal from the University or from a class must be officially filed by the student at the Admissions and Records Office whether the student has ever attended the class or not; otherwise, the student will receive a grade of "U" (unauthorized incomplete) in the course. Application for withdrawal is made at the Admissions and Records Office.

Regulations governing the refund of student fees in the California State University system are prescribed by the CSU Board of Trustees; see California Code of Regulations, Title 5, Education, Section 41802.

1. Withdrawal during the first two weeks of instruction:

Students may withdraw during this period and the course will not appear on their permanent records. To do this a student must file a Complete Withdrawal Application to drop all classes or a Change of Program Form for a specific class or classes.

2. Withdrawal after the second week of instruction and prior to the final three weeks of instruction:

Withdrawal during this period are permissible only for serious and compelling reasons. The procedure for withdrawal during this period are the same as in item 1, except that the approval signatures of the instructor and department chairperson are required. The request and approvals shall state the reasons for the withdrawal. Students should be aware that the definition of "serious and compelling reasons" as applied by faculty and administrators may become narrower as the semester progresses. Copies of such approvals are kept on file in the Admissions and Records Office.

3. Withdrawal during the final three weeks of instruction:

Withdrawal during the final three weeks of instruction are not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical. Ordinarily, withdrawal in this category will involve total withdrawal from the campus except that a Credit/No Credit

grade or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Request for permission to withdraw under these circumstances must be made in writing on forms available in the Office of Admissions and Records. The requests and approvals shall state the reasons for the withdrawal. These requests must be approved by the instructor, department chairperson and dean of the school. Copies of such approvals are kept on file in the Office of Admissions and Records.

4. Medical Withdrawal:

Complete Medical Withdrawal:

The University may allow a student to withdraw without academic penalty from all classes if the following criteria are met:

A. A completed Medical Withdrawal Form, including any required documentation, is submitted to Enrollment Services before the end of the semester, and

B. The student presents evidence to demonstrate that a severe medical or debilitating psychological condition prevented the student from attending and/or doing the required work of the courses to the extent that it was impossible to complete the courses. The Provost (or designee) will review the evidence presented and, in consultation with appropriate medical or psychological professionals as needed, determine whether the request for a medical withdrawal should be granted.

Repeat Complete Medical Withdrawal:

If the student has received a complete medical withdrawal in the immediately preceding term, then additional complete medical withdrawal requests must consider the question of whether or not the student can complete appropriate educational objectives, and must be reviewed on a case-by-case basis. After a repeat medical withdrawal is granted, the student may be required to obtain a clearance from an appropriate medical or psychological professional that states the student is well enough to return to classes with the full expectation that the student will be able to complete the semester and intended educational objectives.

Partial Medical Withdrawal:

Students seeking withdrawal from part of their enrollment for any reason, including medical or psychological reasons, are subject to the normal withdrawal policy and process.

5. Instructor Withdrawal:

An instructor may withdraw a student who has never attended a class by completing an "Instructor Drop Card" and submitting it to the Office of Admissions and Records along with the Enrollment Verification List at the end of the third week of classes. Students, however, should not rely on the instructor to do this and should officially withdraw from classes themselves to avoid assignment of a "U" in the course.

An instructor may also withdraw a student who has enrolled in a course requiring "permission of the instructor" or completion of prerequisites if the student has not properly secured this permission or satisfactorily completed the prerequisites before enrolling.