

## UPS 300.016

# WITHDRAWAL POLICY

A student is permitted to withdraw from a course until the mini-census date without record of enrollment. Such withdrawals may be accomplished via the normal “drop” procedure administered by the University Registrar.

After mini-census and prior to the census date, a student may withdraw from a course by notifying the instructor and the department chair. Notification will be made by completing a Request for Withdrawal Petition form and filing it at the Office of Admissions and Records

The authorization for a student to withdraw from a course after the census date and prior to the last twenty percent of instruction in a term shall be granted for only the most serious and compelling reasons. A serious and compelling reason is defined as a physical, medical, emotional or other condition which has the effect of limiting the student’s full participation in the class and which is clearly beyond the student’s control. The student must provide credible documentation for such reasons. Poor academic performance is not evidence of a serious and compelling reason for withdrawal.

Requests for such withdrawals shall require the approval of the instructor and the department chair. Each college may also require the approval of the dean.

Such requests for withdrawal shall be made in writing on a Request for Withdrawal Petition form with the appropriate documentation attached. The student must state the reason(s) for the withdrawal on the petition form. The petition form with approval of the instructor, the department chair and the dean if required shall be filed at the Registrar’s Office by the student or his/her proxy.

Withdrawal from a class after the mini-census date is signified on the student’s academic record by a grade of “W”. Such grades are not included in the calculation of the student’s grade point average.

Withdrawals shall not be permitted during the final twenty percent of instruction except in, appropriately documented cases, such as an accident, or a serious illness where the assignment of an Incomplete is not practicable, and the withdrawal is due to circumstances that are clearly beyond the student’s control. Withdrawals during this time period may involve one or more courses except when Credit (C) and/or Incomplete Authorized (I) may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances must be filed with the Office of the Registrar and approved by the academic administrator appointed by the President to act in such matters.

**EFFECTIVE DATE: June 17, 2008**

Supersedes: UPS 300.016 dated 5-3-02  
and ASD 08-13 , ASD 07-83

Source: Academic Standards Committee 2-22-07  
(Wording consistent with CSU Executive Order No. 792.)

Academic Senate approved 2-28-08  
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