



**University Policy Statement
California State University, Fullerton**

**UPS 300.018
WITHDRAWAL UNAUTHORIZED – ISSUANCE
OF WU GRADE**

When the student has not withdrawn from a class in the manner described in UPS 300.016, and when there is no clear indication of the student's academic performance in the class, the instructor may assign the administrative grade of WU – withdrawal unauthorized.

The most common use of the grading symbol "WU" is in instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A – F). The instructor shall report the last known date of attendance by the student. The symbol "WU" shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol "WU" is inappropriate and "NC" shall be used instead.

Any WU grades assigned during the student's first semester of enrollment at CSUF shall be automatically converted to a W. This action on first semester occurrences of unauthorized withdrawals assumes the lack of understanding about the academic ramifications of unauthorized withdrawals on the part of the student. The university will communicate directly to the student the university's policy on WU grades, including possible actions should unauthorized withdrawals occur in the future. Further, information about the policy on unauthorized withdrawals is to be widely advertised in appropriate campus publications such as the class schedule and university catalog.

EFFECTIVE DATE: May 3, 2002

Supersedes: UPS300.018 dated 6-30-97
and ASD 02-18