



## University Policy Statement

### UPS 300.016

## WITHDRAWAL POLICY

- I. Students may seek to withdraw from a course during four distinct time periods in the fall and spring semesters, with differing procedures and consequences of withdrawing during those periods. Guidance for normal withdrawal procedures is available in the Registration Guide on the Registration and Records website (<http://records.fullerton.edu/>) each semester/term. The four distinct periods follow.
- 1. Through Mini-Census** (mini-census is a count of student enrollments on the eleventh day of instruction of the fall or spring semester, not including weekends or holidays). A student is permitted to withdraw from a course until the mini-census date without record of enrollment on the student's transcript. Such withdrawals may be accomplished via the normal "drop" procedure administered by the University Registrar and detailed in the Registration Guide published on-line each semester.
  - 2. After mini-census and prior to the census date (census is a count of the student enrollments on the twentieth day of instruction of the fall or spring semester, not including weekends or holidays).** For non-medical withdrawals, a student is permitted to withdraw from a course after mini-census and prior to the census date by obtaining signed permission from the course instructor and Department Chair. Notification will be made by completing a Request for Withdrawal Petition form with appropriate approval signatures and filing it at the Office of Records and Registration. Requests for medical withdrawals will be reviewed by a medical review team; all supporting documentation will be held confidentially in a secure location. Approved 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.
  - 3. Through the census date and prior to the last twenty percent of instruction.** The authorization for a student to withdraw from a course after the census date and prior to the last twenty percent of instruction 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 non-medical withdrawals after the census date shall require signed approval of the instructor and the Department Chair. Requests for medical withdrawals will be reviewed by a medical review team; all supporting documentation will be held confidentially in a secure location. Approved withdrawal from a class after the 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. 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 the required signed approvals shall be filed at the Office of Records and Registration by the student or their proxy.

**4. Final twenty percent of instruction in the semester.**

- a. Non–medical withdrawals shall not be permitted during the final twenty percent of instruction of the semester except in appropriately documented cases that the student cannot complete the semester (e.g., court/legal documents, military orders) and when an Incomplete is not practicable. Requests for permission to withdraw under non–medical circumstances must be filed with the Office of the Registrar and approved by the academic administrator appointed by the Associate Vice President for Academic Programs. Such withdrawals must be due to circumstances beyond the student’s control.
- b. Requests for medical withdrawals will be reviewed by a medical review team and shall require the signed approval of the team for the student to be permitted to withdraw; all supporting documentation will be held confidentially in a secure location.
- c. 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.

**II. Additional Policies**

1. There is an 18 unit maximum on withdrawals during the student’s undergraduate career on the CSUF campus.
2. The medical review team shall consist of the Dean of Students, the Associate Dean of Students, the Director of Counseling and Psychological Services (CAPS), the Director of Disability Support Services, the Director of Health Services, and a faculty member elected by the Academic Senate (counseling or medical/nursing training is highly desirable for this faculty position). The faculty member shall have a three–year term, renewable for one additional term at the discretion of the Academic Senate Executive Committee.
3. If a medical withdrawal is approved, the student, instructor, and department chair will be notified of an administrative drop by the office of Records and Registration. Such approved medical withdrawals are exempt from the 18 unit maximum stated in II.1 above. If a medical withdrawal is denied, then only the student will be notified by the Registration and Records office.
4. Signatures/approvals (e.g., of instructor or Department Chair) obtained through verifiable electronic means, shall satisfy the required signed approvals/permissions in this document.

Source: Academic Standards Committee

**EFFECTIVE DATE: July 1, 2019**  
Supersedes UPS 300.016 dated 1-15-16  
and ASD 15–39