UPS 300.016

WITHDRAWAL POLICY

There are four distinct time periods in the fall and spring semesters during which a student may seek to withdraw from a course and procedures and consequences of withdrawing at those times differ.

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). 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 (some colleges may also require permission of the college dean or the dean’s designee). Notification will be made by completing a Request for Withdrawal Petition form with appropriate approval signatures and filing it at the Office of Admissions and Records. 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 such withdrawals after the census date shall require signed approval of the instructor and the Department Chair (some colleges may also require permission of the college dean or the dean’s designee). 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 Admissions and Records by the student or his/her proxy.
4. Final twenty percent of instruction in the semester. 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., medical provider verification, court/legal documents, military orders) and when an Incomplete is not practicable. Such withdrawals must be due to circumstances 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.

Important Note: There is an 18 unit maximum on withdrawals during the student’s undergraduate career on the CSUF campus.

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