

12/AS/09/UEPC—Amendment to 4/AS/05/UEPC, CSU Stanislaus Undergraduate Policy on Course Withdrawal

W (Withdrawal). Withdrawal from a course (or courses) is permitted, without restriction or penalty, prior to the Enrollment Census Date. No symbol is recorded in such instances. In connection with all other approved withdrawals, the “W” symbol shall be used.

- a. Undergraduate students may withdraw from no more than 18 semester-units.
- b. The limit applies only to units attempted at CSU Stanislaus.
- c. Withdrawals after the Enrollment Census Date and prior to the last twenty percent of instruction may be assigned only for serious and compelling reasons. Permission to withdraw during this time shall be granted only with the approval of the instructor, the department chair, and the college dean. All requests to withdraw under these circumstances and all approvals shall be documented using an Add/Drop Form with the Enrollment Services Office and such approvals shall be maintained in accordance with campus record retention policy.
- d. Withdrawals shall not be permitted during the final twenty percent of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve 1) total withdrawal from the campus or 2) may involve only selected courses. However, a course grade and credit or an Incomplete 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 shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be approved by the Vice Provost (appointed by the president to act in such matters). Such withdrawals shall not count against maximums provided for in a. above.
- e. A “W” shall not be used in calculating grade point average or progress points.
- f. The following statement shall appear in the campus catalog:
The symbol “W” indicates that the student was permitted to withdraw from the course after the Enrollment Census Date with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

In addition to this statement, the campus catalog shall include a description of the procedures to be followed in withdrawing from a class or from the campus.

5/12/09 unanimously approved by Academic Senate
6/19/09 approved by the President