

SENATE RESOLUTION 35-01

Motion: to approve the Policy on Withdrawal from Courses

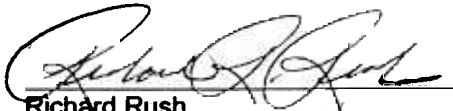
Passed at the December 5, 2001 meeting of the Academic Senate

APPROVALS:



Dennis Muraoka
Chair, Academic Senate

Date: 12/11/01



Richard Rush
President, CSU Channel Islands

Date: 12/17/01

Policy on Withdrawal from Courses

Student Initiated Course Withdrawals

1. A student may withdraw from any course during the first two weeks of instruction and the course will not appear on his or her permanent record.
2. After the second week of instruction and prior to the tenth week of instruction, withdrawal is permissible only for serious and compelling reasons. The approval signatures of the instructor and program coordinator are required to withdraw from class during this period. A "W" will appear on the student's permanent record.
3. Withdrawal during the final six weeks of instruction is not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical. Ordinarily, withdrawal in this category will involve total withdrawal from the University. The approval signatures of the instructor, program coordinator and dean of the undergraduate studies are required to withdraw from class during this period. A "W" will appear on the student's permanent record.

Instructor Initiated Course Withdrawal

1. An instructor may drop a student who does not attend class and has not made prior arrangements with the instructor. This may occur as early as after the first class meeting.
2. An instructor may drop a student who has enrolled in a course requiring "permission of the instructor" or completion of prerequisites if the student has not properly secured this permission or satisfactorily completed the prerequisites before enrolling.