



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

## Policy on Withdrawals

**Policy #:** SP 08-08

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**Approval Date:**

**Effective Date:**

**Expiration Date:**

**Applicability:** Undergraduate Students

**Definitions:**

**Purpose:** To replace SP 03-07 to make CSUCI policy consistent with Executive Order No. 1037.

**Background:** Our current policy does not limit the number of units from which students can withdraw. Executive Order No. 1037 limits this to a maximum of 18 units. The timing on withdrawals need to change from at latest the tenth week of the semester to at latest the twelfth week of the semester in order to comply with Executive Order No. 1037.

**Policy:**

1. Undergraduate students may withdraw from no more than 18 semester-units.
2. Students may drop courses during the first three weeks of classes without instructor permission.
3. After the third week of classes and before the end of the twelfth week of classes, withdrawal from courses is permissible only for serious and compelling reasons. Approval signatures from the instructor and program chairs must be obtained to withdraw during this period. The withdrawal will be noted as a "W" on the student's permanent record.
4. After the twelfth week of instruction, withdrawal is not permitted except in cases beyond the student's control such as accident or serious illness where the assignment of an Incomplete is not practical. Approval signatures from the instructor, program chair and Vice President for Academic Affairs (or designee) must be obtained. Withdrawal in this category will typically involve total withdrawal from the University and will be noted as a "W" on the student's permanent record. Such withdrawals will not count against the maximums provided for in 1 above.
5. Instructor Initiated Withdrawal: Instructors may drop students within the first three weeks of



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classes and as early as the first day of classes for any the following reasons:

- a. Student failure to attend class without having made prior arrangements with the instructor.
- b. Student failure to complete the prerequisites for a course before enrolling.
- c. Student failure to secure properly the permission of the instructor before enrolling when such permission is required.