



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Withdrawals

Policy #: SP 13-10 (revision of SP 08-08)

Drafted By: Student Academic Policies and Procedures Committee: Sean Carswell, Gina Farrar, Erich Fleming, Tiina Itkonen, Monica Rivas (advisory), Christina Smith, Cindy Wyels (Chair)

Approval Date: 04/08/14

Effective Date: AY 14 - 15

Applicability: All CSU Channel Islands students

Purpose: This policy provides guidance regarding the timing, unit limitation, process, and acceptable rationale for withdrawing from courses after the published deadline for “normal” withdrawals. It takes into account course schedules of different lengths and complies with Executive Order 1037.

Policy:

1. Undergraduate students may withdraw from no more than 18 semester-units.
2. Students may drop courses through the relevant published deadline without instructor permission. The published deadlines will correspond to 20% of the instructional time for the course.
3. After approximately 20% of instructional time and until 80% of instructional time has elapsed, 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.
 - a. For courses on a 16-week schedule, 20% and 80% of instructional time correspond to the ends of the 3rd week and the 12th week of classes, respectively.
 - b. For courses on a 12-week schedule, 20% and 80% of instructional time will be rounded up to correspond to the ends of the 3rd week and the 10th week of classes, respectively.
 - c. For courses on a 10-week schedule, 20% and 80% of instructional time correspond to the ends of the 2nd week and the 8th week of classes, respectively.
 - d. For courses on an 8-week or other length schedules, 20% and 80% of instructional time will be calculated using actual days of instruction by the office(s) publishing the calendar.
4. Students wishing to drop courses after the published deadline must comply with the Criteria for “Serious and Compelling Reasons.”
5. After 80% of instructional time has elapsed, 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



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Withdrawals

6. not practical. Approval signatures from the instructor, program chair and Provost (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 item 1 above.
7. Instructor Initiated Withdrawal: Instructors may drop students through the relevant published deadline for adding/ dropping 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 in the course.
 - c. Student failure to properly secure the permission of the instructor before enrolling when such permission is required.

Appendix: Criteria for “Serious and Compelling” Reasons

Documentation is expected to accompany the withdrawal request and should reflect a verifiable reason. Guidelines for consideration follow.

“Serious and Compelling” Circumstances include, but are not limited to:

- An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the University.
- An extended absence due to a death in the immediate family. This applied to absences exceeding a week due to family affairs that must be attended to by the student.
- A necessary change in employment or financial status that interferes with the student’s ability to attend class. The student’s employer must verify a change relative to the withdrawal or documentation indicating a change in financial status must be provided.
- Active military duty. A copy of “orders” must be provided.
- Other unusual or very special cases, considered on their own merit.

The following situations are not “serious and compelling” reasons:

- Grade anticipated in class is not sufficiently high, or student is doing failing work.
- Failure to attend class, complete assignments, or take a test.
- Dissatisfaction with course material, instructional method, or instructor.
- The class is more difficult than expected.
- Pressure of other classes, participation in social activities, or simple lack of motivation.
- A change of major/minor.