

**Senate Policy 25-13
Policy on Withdrawals**

Motion: To approve the Policy on Withdrawals

Passed at the February 23, 2026 meeting of the Academic Senate



Christina Smith (Apr 1, 2026 15:20:23 PDT)

Christina Smith, PhD
Chair, Academic Senate

04/01/2026

Date



Sue Andrzejewski, PhD
Interim President

05/13/2026

Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs **Policy Number: SP 25-13**
Approved By: Academic Senate on February 23, 2026
Effective Date: Fall 2026
Total Pages: 5
Approved By: Sue Andrzejewski, Interim President

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PURPOSE:

SP 25-13 replaces SP 23-22 with the purpose of restoring the “Instructor Initiated Drop” from SP 13-10, which was unintentionally stricken from policy. SP25-xx also adds back applicability of the policy to graduate students and specifies the First-Year Student Academic Challenge is only applicable to undergraduate students. SP 23-22 replaced SP 13-10 which provided guidance regarding the timing, unit limitation, process, and acceptable rationale for withdrawing from courses after the published deadline for “normal” withdrawals. It took into account course schedules of different lengths and complied with Executive Order 1037. SP 23-22 aimed to remove administrative barriers to students withdrawing from a course should they have the need to by eliminating the criteria of “serious and compelling reasons,” within the appropriate unit limits. This added into policy the first-year student academic challenge, intended to encourage new first-year students and new transfer students to enroll in 15 or more units during their first academic year. This institutionalized the Withdrawal Pilot Program that was initiated in AY 23-24.

BACKGROUND:

Replaces SP 23-22

POLICY:

Accountability: All Faculty, Academic Advising and Registrar’s Office

Applicability: All CSUCI students

Definition(s):

Regular Add/Drop Period: The regular add/drop period refers to the first 20% of the instructional time for the course.

Drop: A drop refers to a student removing the course from their enrollment. During the regular Add/Drop period, dropped courses will not appear on transcripts.



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Withdraw: A withdrawal refers to dropping a course in the final 80% of the instructional time for the course. A grade of "W" will appear on the transcript to denote the change to their enrollment.

Term Withdrawal: A complete withdrawal from all classes is referred to as a Term Withdrawal.

Policy:

1. Students may withdraw from no more than 18 semester-units during their time at CSUCI
2. Students may drop courses through the relevant published deadline during the regular add/drop period without instructor permission. The published deadlines will correspond to 20% of the instructional time for the course. A "W" grade will not be assigned, and no record will appear on the transcript.
3. After approximately 20% of instructional time and until 80% of instructional time has elapsed approval signatures from the instructor and program chair (or designee) must be obtained to withdraw during this period. The withdrawal will be noted as a "W" on the student's transcript.
 - 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.



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4. After 80% of instructional time has elapsed, withdrawal is not permitted except in cases with “serious and compelling reasons.” Approval signatures from the instructor and program chair (or designee) must be obtained. Withdrawal in this category will typically involve total withdrawal from the University but may also involve only one course when the assignment of an Incomplete is not practicable and will be noted as a “W” on the student's transcript. Such withdrawals will not count against the maximum career limits given in item 1 above.
5. First-Year Student Academic Challenge: To encourage all first-year and new transfer undergraduate students to enroll into 15 units per semester during their first academic year at CSUCI, students in this population so enrolled may withdraw from one class in each of their first and second consecutive semesters (after the regular add/drop period) without the usual signature requirements or need for “serious and compelling” reasons. Restrictions would apply as follows:
 - a. Only available for a first-year or new transfer undergraduate students enrolled in 15 or more units during their first and second consecutive semesters at CSUCI; cannot be used after stopping out or in a future semester.
 - b. Students may not drop below 12 units.
 - c. A grade of “W” will be recorded on the student’s transcript.
 - d. All requests will be reviewed by an Academic Advisor to ensure restrictions are adhered to.
 - e. Instructors and program chairs will be notified upon processing the course withdrawal.
6. Instructor Initiated Drop: Instructors may drop students through the relevant published deadline during the regular add/drop period and as early as the first day of classes. A “W” grade will not be assigned, and no record will appear on the transcript. The students may be dropped for the following reasons:



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- a. Student failure to attend class without having made prior arrangements with the instructor as indicated in the syllabus.
- b. Student failure to complete the prerequisites before the semester start or first day of class.
- 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 for Withdrawal after 80% of instructional time has elapsed:

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 applies 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.



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- 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.

EXHIBIT(S):

[CSU Grading, Repetition of Courses, Academic Renewal, and Appeals Policy \(EO 1037\)](#)
[Senate Policy 24-07 Syllabus Policy](#)